

ORDER

4770.3A

TRANSPORTATION AND TRAFFIC MANAGEMENT OF GOVERNMENT PROPERTY AND
HOUSEHOLD GOODS



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**DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

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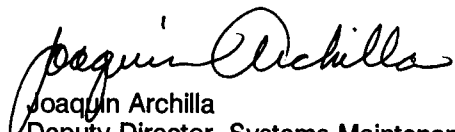
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FOREWORD

This order sets guidelines and procedures governing the procurement of transportation and other related services for the shipment of Government property. It also describes basic considerations to be applied in the movement of employees' household effects and identifies various terms common to the transportation industry.



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CHAPTER 1. GENERAL INFORMATION AND REQUIREMENTS

1. PURPOSE. This order sets agency guidelines for the shipment of all Government-owned and employee household goods shipped at Government expense. It directs that all property be transported by the lowest cost carrier providing the level of service required by the agency at the time the Government Bill of Lading (GBL) was authorized and issued. It directs that procurement of transportation services be accorded the same care as that used in the purchase of materiel, with proper consideration applied to the prime factors of dependability, safety, and urgency of need. It also requires that the use of premium transportation be avoided when a less costly mode will satisfactorily serve the requirement.

2. DISTRIBUTION. This order is distributed to branch levels in Washington Headquarters, regions, and centers; and to all field offices and facilities with a limited distribution.

3. CANCELLATIONS.

a. Order 4770.3, Transportation and Traffic Management, dated August 23, 1977, is canceled.

b. Order 4770.4, Centralized Household Goods Traffic Management, dated August 15, 1979, is canceled.

4. EXPLANATION OF CHANGES. This order incorporates procedures from Order 4770.3, Transportation and Traffic Management, and Order 4770.4, Centralized Household Goods Traffic Management. It also updates, expands, and incorporates the most current information pertaining to the transportation of hazardous materials, critical classified materials, and the movement of household goods (HHG). Appendices showing GBL, Cost Comparison Printout by General Service Administration (GSA), and an address list of the GSA Transportation Services Division Offices have been updated. The previous appendices on hazardous materials and labels have been deleted and new appendices on levels of service when moving HHG's by GBL, Shipper's Declaration for Dangerous Goods, and High Valuation Inventory Form, and the Extraordinary (Unusual) Value Article Form have been added.

5. DEFINITIONS. See Appendix 1, Common Definitions Relating to Transportation.

6. FORMS. The following forms are referred to in this order.

a. Standard Form 361, Transportation Discrepancy Report (DIS-REP), NSN 7540-00-965-2403.

b. Standard Form 362, U.S. Government Freight Loss/Damage Claim, NSN 7540-00-935-0975.

c. Standard Form 1103, U.S. Government Bill of Lading, NSN 7540-00-656-1476.

d. Standard Form 1109, GBL Continuation Sheet, NSN 7540-00-656-1477.

e. Standard Form 1113, Public Voucher for Transportation Charges. There is no NSN assigned. It is available from the Government Printing Office (202) 783-3238 by form number. It may also be found in, and reproduced from, the GSA Guide "How to prepare and process U.S. Government Bills of Lading," NSN 7620-00-682-6740.

f. Standard Form 1200, U.S. Government Bill of Lading - Correction Notice, NSN 7540-01-140-5524.

g. Standard Form 1203, U.S. Government Bill of Lading - Privately Owned Personal Property (PPGBL), NSN 7540-01-082-0589.

h. Optional Form 1121, Bill of Lading Accountability Report, NSN 7540-00-634-4311.

i. GSA Form 2485, Cost Comparison for Shipping Household Goods (Commuted Rate System vs. GBL Method), computerized printout. There is no NSN assigned. It is available from GSA Transportation Services Division Offices through the Transportation Officer (Appendix 4, Cost Comparison Print-out by GSA, and Appendix 5, GSA Transportation Services Division Offices).

j. GSA Form 3080, Household Goods Carrier Evaluation Report. There is no NSN assigned. It is available from GSA Transportation Services Division Offices (appendix 5).

k. Shipper's Declaration for Dangerous Goods. There is no NSN assigned. It is available from commercial vendors such as Labelmaster of Chicago (Appendix 7, Shipper's Declaration for Dangerous Goods).

l. High Value Inventory Form. There is no NSN assigned. It is available from the carrier (Appendix 8, High Valuation Inventory Form).

m. Extraordinary (Unusual) Value Article Declaration. There is no NSN assigned. It is available from the carrier (Appendix 9, Extraordinary (Unusual) Value Article Declaration).

n. GSA Agency Guide for Shipping Household Goods, Second Edition, 1988. There is no NSN assigned. It is available from the GSA Centralized Mailing List Service, P.O. Box 6477, Fort Worth, TX. 76115, (817) 334-5215/5240.

o. FAA Form 4250-4, Shipping Order. NSN 0052-00-074-4001. It is used by the FAA Logistics Center. (Appendix 10, Shipping Order).

7. APPLICABILITY. This order applies to all organizational elements of the Federal Aviation Administration concerned with the application of transportation and traffic management functions relating to the procurement of transportation services.

8. RESPONSIBILITIES. Policy implementation, agency guidelines, and procedural developments are responsibilities of the Systems Maintenance Service, NAS Support Division, ASM-700. Program responsibilities for transportation functions are assigned to a "transportation office" within the logistics organizations at headquarters, regions, and centers. These program responsibilities may be assigned as a sole responsibility or as a collateral assignment and may be accomplished by an individual or as a program management responsibility within the logistics organization with the operations functions redelegated. The redelegated functions will be that of a "Transportation Agent." Transportation Agents shall obtain necessary guidance, instructions, assistance, and forms from their Transportation Officer or element responsible for transportation programs in their respective region or geographical area.

9. TRANSPORTATION OFFICER, HEADQUARTERS. Transportation functions for headquarters are performed by the NAS Contract Support Branch, ASM-730.

10. FUNCTIONS – TRANSPORTATION OFFICERS.

a. Responsibilities of Transportation Officers include:

(1) **Implementing** applicable policies, initiating or further implementing national/regional procedures governing the transportation of property, and furnishing guidance and counsel to all personnel requiring transportation services.

(2) **Ensuring** compliance with DOT, FAA, and GSA policies and directives pertaining to transportation of Government property.

(3) **Appointing Transportation Agents.**

(4) **Assisting** in the research and verification of services when requested by GSA during the post-audit of transportation services. This post-audit by GSA precludes the need for audit of charges and services prior to payment by the servicing accounting office.

(5) **Certifying** original waybills to replace lost GBL's.

(6) **Exercising** prudent care in the selection of modes of transportation and carriers utilized for the shipment of Government property.

(7) **Ensuring** preparation and issuance of GBL's within their area of jurisdiction.

(8) **Reconciling** claims with carriers on lost, short, or damaged shipments on GBL's, and collecting any amounts due on such accounts.

(9) **Maintaining** accountability control of all GBL's assigned to and issued within their jurisdiction including those allotted to other shippers designated as Transportation Agents.

(10) **Conducting**, in cooperation with servicing accounting offices, periodic administrative reviews of transportation invoices prior to payment to ascertain the viability and accuracy of GBL transportation charges. These administrative reviews shall preclude the need for potential GSA prepayment audits.

b. If functions and performance are redelegated (see paragraph 7), the delegation must include these responsibilities.

11. **TRANSPORTATION AGENTS.** They are normally the Logistics Management Specialist (LMS) or General Supply Specialist (GSS) of an Airways Facilities sector or facility managers when there is no designated logistics employee within the office. Transportation Agents are designated to function as representatives of the Transportation Officer. They must be delegated, in writing by name and function by the Transportation Officer, the authority to issue GBL's for shipment of Government property within the area of responsibility of the respective sector.

12. **FUNCTIONS -- TRANSPORTATION AGENTS.** Functioning as a representative of the Transportation Officer, responsibilities of the Transportation Agent include:

a. **Shipping and receiving** goods for the organizational element to which they are assigned.

b. **Maintaining and accounting** for the supply of GBL's allotted to them by the Transportation Officer.

c. **Exercising** prudent judgment and care in the selection of transportation modes and carriers.

d. **Preparing and issuing** GBL's.

e. **Tracing** lost shipments and prepares and files claims with carriers for lost, short, or damaged shipments.

f. **Providing** data and information to the Transportation Officer or supervisor as required.

13. **CONSIGNEES AND AUTHORIZED RECEIVING PERSONNEL.** Personnel authorized to receipt for shipments are responsible for:

a. **Inspecting** thoroughly all property received for evidence of in-transit damage or shortages. They should note discrepancies on the carrier and consignee documents and request inspection of the discrepancy by a carrier's agent or representative for the purpose of supporting claims, deductions, or suspensions of the carrier's billings.

b. **Verifying** that the carrier has performed all services as prescribed on the GBL as well as noting thereon any additional services requested, provided they were performed by the carrier, in accordance with instructions on reverse of the GBL. Notations must also be made to indicate services described, but not performed, to prevent payment for such services.

c. **Providing** all information and documentation pertaining to lost, short, or damaged shipments to the responsible Transportation Agent so that claims may be filed with the carrier.

14. TRANSPORTATION CONSIDERATIONS IN PROCUREMENT. Before awarding contracts for transportation services, the contracting officer will coordinate with the Transportation Officer to ensure that proper consideration is given to transportation factors in the procurement of personal property. Property administrators (contracting officer representatives administering Government property in the custody of contractors) will effect the movement of all Government property in accordance with the advice of the Transportation Officer when the terms of the contract do not cover such movements and the movements are to be made at Government expense. The Transportation Officer shall also be consulted on all transportation aspects of proposed contracts.

15. RATE TARIFFS AND TENDERS. Carriers operating in interstate commerce are required to publish a tariff which describes the area(s) served, type of operation, rules, rates, and other pertinent information necessary to describe the service they render and their charges for these services. These tariffs are used for all normal shipments. Only written rate tenders shall be considered. Verbal rate tenders or conditions insisted upon by the carrier or requiring specific tonnage guarantees shall not be considered.

a. Carriers shall use Optional Form 280, Uniform Tender of Rates and/or Charges for Transportation Services, when preparing and submitting rate tenders to the FAA.

b. All tenders negotiated by the FAA within the parameters of Federal Property Management Regulations (FPMR) 101-40.301 and 101-40.303-3 must be subject to the GSA Standard Tender of Service (STOS) 1-D, the GSA National Rules Tender 100-B, and the GSA Base Line Rate Table 1000-A. This will eliminate the listing of all the information to be included on a tender as the GSA STOS contains specific instructions for filing tenders.

NOTE: To become a participant to the GSA STOS, contact the GSA Transportation Management Division (FBX) in Washington, DC, on FTS 365-7969.

c. When receiving notice/information of prospective large or repetitive traffic movements (TWO OR MORE A MONTH FROM THE SAME ORIGIN TO THE SAME DESTINATION), it is recommended GSA prepare and provide Standing Route Orders (SRO) which are then to be used. See appendix 5 for a listing of regional GSA Transportation Division Offices.

d. The requirements for carrier's tenders are such that all carriers submitting tenders for rates, charges, or services shall furnish five signed copies (two for regional use and three for GSA, Washington). Tenders shall be in comprehensive language with respect to all terms and conditions and shall be for the account of the "United States Government." Tenders shall be worded and phrased as to express their meaning clearly and concisely to the end that only one interpretation is possible. When cargo moves under such special tenders, the GBL will be annotated as to the applicable tender being used. Two copies of all tenders shall be transmitted directly to: GSA, 18th and F Streets, N.W., Washington, DC, 20405, in accordance with FPMR 101-41.314-2. A properly prepared tender offered by a carrier will include all of the following:

- (1) Name and address of the carrier.
- (2) A description of the property to be transported using tariff classification terminology.
- (3) Origin and destination.

- (4) Rate or charge applicable to the property covered by the tender.
- (5) Minimum weight to which the rate or charge applies.
- (6) Details of any special requirements, such as trailer exchange, switching arrangement, etc.
- (7) Services to be rendered for which accessorial charges are to be assessed and the nature of the charges.
- (8) Type of carrier, common or contract.
- (9) Authority for operation.
- (10) Effective date of tender.
- (11) Expiration date if applicable.
- (12) A provision for cancellation.

e. On receipt of a notice of prospective large or repetitive traffic movements, GSA will prepare and provide SRO's which are then to be used. For non-HHG shipments of 10,000 pounds or more and air shipments of 1,000 pounds or more, contact the appropriate regional GSA Transportation Services Division Office (see appendix 5) for rate and routing information.

16. INSURANCE AGAINST TRANSPORTATION HAZARDS. It is the policy of the Government to assume its own risks. The Government does not purchase insurance, is a non-insurer of its property while in the possession of commercial carriers, and except for the legal liability of the carrier, assumes the risk of loss.

17. TRANSPORTATION ASSISTANCE. Offices requiring assistance on transportation matters are encouraged to contact the office responsible for transportation services for their respective organization or facility. Additional assistance and guidance shall be requested of the Transportation Agent and Transportation Officer as required. Additional assistance in transportation matters may be requested from the Washington Transportation Officer in the NAS Contract Support Branch, ASM-730, the Traffic Manager in the Materiel Management Branch, ASM-720, and from regional GSA Transportation Services Division Offices (appendix 5) as required. Freight rate and related traffic data assistance is also available from the regional GSA Transportation Services Division Offices. Inquiries to GSA will normally be made through the Transportation Officer.

18. PACKING AND MARKING. All tenders negotiated by GSA are subject to the rules and packaging specifications contained in the National Motor Freight Classification Tariff, Interstate Commerce Commission (ICC) NMF 100-R. All bureau and carrier tariffs are also subject to the tariff; therefore, all packaging should be performed in accordance with the requirements of NMF 100-R. Final costs of the transportation of property are, to a large extent, dependent upon proper packing and marking of materials to be shipped.

a. **Packing.** Before packing different articles in the same container, an effort should be made to ascertain the correct freight classification applicable to each article since the rate applicable to the highest rated article will govern the entire package. Accordingly, packing of differently rated articles in the same container should be avoided unless the cost of additional containers offsets the additional transportation charges. Articles tendered for shipment in containers which do not meet the carrier's specifications may be rejected, or if accepted, will result in penalty charges increasing the cost of transportation from 5 percent to as much as 50 percent. Packages containing hazardous materials must be packaged in accordance with DOT Hazardous Materials Regulations, Performance Oriented Packaging (POP), 49 CFR, Parts 178-180.

b. **Marking.** To ensure proper handling and delivery of materials shipped, it is important that attention be given to their proper marking. Packages containing hazardous materials must display the specified labels and be packaged as required by DOT Hazardous Materials Regulations, 49 CFR, Parts 100-180.

(1) Each package, bundle, or loose piece of freight must be plainly marked to show the name and street address of a single consignee and a single duty station, town, or city to which consigned.

(2) When the shipment is consigned to a point not located on the carrier's line, it should be marked with the name of the station on the line at which the consignee will accept delivery.

(3) All markings on the package must coincide with those shown on the B/L.

(4) B/L reference, purchase order, invoice, voucher, and contract numbers must be shown on the outside of each container. A packing list must be placed inside the first package (if there is more than one) or be fastened to the outside of first package to show its contents.

(5) Each piece must be numbered (e.g., "1 of 4," "2 of 4," etc.) and the corresponding number shown in the proper place on the B/L.

(6) Markings such as "Fragile" or "Handle with Care" should be affixed whenever applicable to ensure proper handling. Packages containing flammable liquids or acids, corrosive liquids, and other dangerous articles must display the color label specified by the ICC, U. S. Maritime Commission, DOT, and/or FAA and must meet requirements of POP in accordance with CFR 49, Parts 178-180.

19.-25. **RESERVED.**

CHAPTER 2. MODES OF TRANSPORTATION

26. **GENERAL.** Various modes of transportation are available for shipment of Government property, each having its own specific advantage and/or disadvantage with respect to cost, service, urgency, convenience, and other factors.

27. **OVERNIGHT (NEXT DAY) SMALL PACKAGE EXPRESS.** This GSA Small Package Express Contract (for shipments of less than 150 pounds) provides next day delivery at discount rates. It is a mandatory contract and must be used. Pickup and delivery service costs are included in the rates. A GSA contract number and a Government account number are required for this service.

28. **PRIORITY MAIL.** The United States Postal Service functions as a means of transporting mail and small packages. Priority Mail (formerly Air Parcel Post Service) will only be used for shipments requiring expeditious handling. Special instances may warrant certified mail coverage to provide a means of tracing a shipment. A GBL will not be used for Priority Mail shipments under any circumstance.

29. **AIR FREIGHT.** This is primarily designed to provide an expeditious service for items between airports. Tariffs and rates do not normally include pick-up and delivery service. It is used when the urgency factor outweighs the cost factor. Only minimum packing is required which may enter into cost considerations. A GBL is required. GSA negotiates and maintains tenders on file for air freight shipments for second day or deferred delivery, and the appropriate GSA Transportation Services Division Office should be contacted for these types of shipments. These are usually door-to-door tenders and it is not necessary to deliver the package to the airline ticket counter or to pick it up from the airport's baggage claim area.

30. **MOTOR FREIGHT.** These are regular route common carriers which are regulated by the ICC to operate over established routes. This mode serves the majority of field offices and facilities within the continental United States and is considered to be the most economical and efficient mode of transportation. Motor freight is particularly advantageous in that door-to-door service is available and inside delivery may be performed if specified and indicated on the B/L.

31. **VAN SERVICE.** This service, provided by highway carriers, is one of the more costly modes of surface transportation of property. The major advantages of this service are the elimination of packing and crating requirements and the provision of direct, through-service to a consignee when full load and minimum weight requirements are met. When less than vanload shipments are made, the shipper is normally obligated to a minimum charge for 500 pounds or to pay for space reservation on a cubic foot basis for the portion of the van used. Van service is normally used in those instances of special shipments of equipment when the cost of packing, crating, and handling of such equipment exceeds other modes of transportation.

32. **RAIL FREIGHT.** Major freight terminal cities serviced by the railroad industry normally are afforded rail freight service comparable to that offered by motor freight, but may be more restrictive in the nature of service provided. Door-to-door and delivery services are not always available. This is normally added to the expense of transportation. Unusual circumstances such as weight, size, or bulk may, in some instances, dictate the use of rail freight transportation.

33. **LOCAL DRAYAGE AND HAULING SERVICE.** This includes any haul within a municipality or metropolitan area, between adjoining municipalities, or from a local freight station. The use of drayage is not normally covered in the freight tariffs of transport companies.

a. **Availability.** Some larger cities have companies specializing in providing drayage services. In some of the smaller cities, drayage services are available from regular trucking companies.

(1) GSA contracts which identify available drayage services are maintained in some localities normally at reduced rates. These contracts are not mandatory, but are recommended as a source of movement while at the same time obtaining good service at lower-than-regular commercial rates.

(2) Another means of obtaining drayage services is to enter into an agreement with a local company to provide services when required. These agreements are normally administered by regional offices.

b. **Payment.** Charges for drayage services must be paid by either cash from imprest funds (dollar amount to be determined by headquarters/region/center policies) or by the issuance of SF-44, Purchase Order - Invoice - Voucher. A GBL shall not be issued for drayage services when such services are procured by contract. They may be used, however, when such services are provided for in established tariffs, schedules, or tenders or when it is most economical to the Government.

34. FREIGHT FORWARDER SHIPMENT. This service may be used in place of rail or motor freight. Freight forwarders utilize both railroad and motor carrier equipment. Service is usually slower than motor freight but faster than rail. The transportation rate for this type service is comparable to motor freight rates. Pickup and delivery services are usually provided.

35. AIR FREIGHT FORWARDERS. This service should be used on shipments where the urgency factor outweighs the cost factor because the cost of such services will normally exceed other modes of transportation. It can be used when air freight services are not available. Pickup and delivery service is provided by the carrier.

36. BUS FREIGHT. This service is available for small packages weighing less than 100 pounds. The main disadvantage of this method is that no pickup and delivery service is provided by the carrier.

37. PARCEL SERVICE. This provides a common carrier of small parcels. Certain limitations are in effect with this method, but simplicity in documentation, handling, tracing, and delivery make it a viable mode for small shipments. No GBL may be issued for use of parcel carrier service. The service is performed using commercial forms and procedures.

38. GOVERNMENT CONVEYANCE. Full use should be made of the incidental transportation capabilities of Government vehicles, vessels, and aircraft which are operated primarily for other purposes. Bills of lading are not required. The development of regular movements of Government conveyances, competitive with commercial carrier services, must be avoided. In general, commercial transportation should be used unless (1) cargo space is available as a "by-product" of Government equipment being used primarily to carry out other agency mission requirements; (2) the movement is of an emergency nature; (3) movement by commercial means would not meet delivery requirements of agency programs; or (4) commercial handling of the cargo would be unsafe by reason of the cargo's weight, fragility, or other reasons.

39. AIR PACKAGE EXPRESS. This is a service offered by most airlines for expeditious handling of packages, subject to variable size and weight limitations by each airline. Cost is premium, and service must be compared to normal air freight. Packages must be delivered to a ticket counter and must be picked up at the baggage claim area of the airline at the destination. This service would normally be restricted to instances when timeliness is of greater importance than cost. Origin and destination of the service must be performed by the same airline as there is no interline-transfer provided for this service.

40. PACKING AND CRATING SERVICES. In order to arrive at the destination in satisfactory condition, shipments must be adequately packed and packaged. It is the Transportation Officer's or Agent's responsibility to ensure packing and packaging are adequate to absorb shocks, handling, and other conditions incident to transportation and in accordance with the DOT Hazardous Materials Regulations, 49 CFR, Parts 100 - 180, when applicable. POP is to be utilized, where applicable, in accordance with 49 CFR, Parts 178 - 180.

a. **FAA Facilities.** Basic packing capabilities exist at most facilities and should be used to the extent that adequate packing can be accomplished.

b. **Commercial Facilities.** Items of a delicate or bulky nature may require the use of professional packing and crating methods. These operations can generally be found in other than very small cities and should be used if protection of the shipment cannot be reasonably assured if packed by the facility making the shipment. Equipment and materiel released to a commercial organization must be properly documented to indicate the items, quantity, and their condition with the drayage or packing company receipting for the equipment or materiel. Conversely, the return shipment must be by some means of documentation to indicate the contents of a fabricated container. An inspection must be performed of the packing and crating services prior to payment.

c. **Contract Utilization.** GSA maintains term contracts for packaging in major cities for use by all Government agencies. These contracts are not mandatory but are recommended as a source of providing a service at lower than regular commercial rates.

41. **APPROPRIATIONS CHARGEABLE.** When packing, crating, drayage and/or local hauling are provided by commercial means, the office requiring the service must provide the funds certification. The actual receipt for imprest funds expended or the Standard Form (SF) 44 must reflect the appropriation chargeable for the control of funds.

42. **ASSISTANCE AND ADVICE.** The FAA Logistics Center (FAALC) maintains a packing and crating activity and may be solicited for advice and/or assistance as required. Exchange and repair (E&R) transactions are normally shipped in reusable containers (cartons, boxes, crates, etc.) which should be unpacked carefully to ensure the item to be returned can be properly repacked in the same shipping container for return to the FAALC.

43.-45. **RESERVED.**



CHAPTER 3. DOCUMENTATION

46. GBL (SF-1103). A B/L, properly negotiated, becomes a contract between the shipper and carrier and must be handled as such. It is used for the transportation of property of the United States when freight charges are to be paid by the Government directly to commercial carriers (Appendix 3, Government Bill of Lading - Described and Explained). SF-1203 may be used for shipments of personal property owned by Federal employees relocating in the interest of the Government. Use of the SF-1203 is optional for the FAA.

a. Properly executed, the GBL serves as a listing of materials shipped, a contract of carriage, a shipping order, a documentary evidence of title, a carrier's waybill, a delivery receipt, and a freight bill to the Government.

(1) **Issuance of a GBL After the Fact.** The issuance of a GBL after the service is performed is PROHIBITED except when issued to convert from commercial shipping documents.

(2) **Control of GBL's.** GBL's are serially numbered, accountable documents. Optional Form 1121, a log book, or electronic file, and copies of issued GBL's shall be maintained by Transportation Officers and Agents.

b. **GBL's Issued by Other Offices.** Correspondence pertaining to GBL's issued by other FAA or Federal offices will be directed to the office issuing the GBL.

c. **Preparation and Certification of GBL's.** The GBL is a procurement document and, as such, obligates the Government as well as the carrier to contract specifications as indicated thereon. All GBL's and billings for services rendered are subject to audit by the GSA; thus, the preparation and certification must be in accordance with this order. The GSA booklet "How to Prepare and Process U.S. Government Bills of Lading" is available from GSA Transportation Services Division Offices listed in appendix 5 and provides additional guidance.

d. **Freight Classification.** Freight classification and applicable rates are determined by the descriptive information inserted on the GBL. Appendix 2, Freight Classification Guide, lists those freight classifications normally used by the FAA and should be used as a guide for descriptive data. If any doubt exists on how to describe an item, a clear, nontechnical description should be used. Trade names may be added to the description, enclosed by parentheses, as an additional aid to proper classification.

f. **Distribution.** When items are ready for shipment and the GBL has been properly annotated with the date of pick-up and signature by the carrier, it shall be released to the carrier or his agent as follows:

- (1) SF-1103 (white, original)
- SF-1104 (pink, GBL shipping order)
- SF-1105 (white, GBL freight waybill)
- SF-1106 (white, GBL carrier's copy)

In all instances, all four forms/copies must be given to the origin line-haul carrier or carrier's agent at the time the shipment is tendered. The carrier must sign and date the original GBL (blocks 25 and 26a), thereby certifying that it has received both the shipment and original B/L (see GSA booklet "How to Prepare and Process U.S. Government Bills of Lading").

(2) SF-1103a (yellow, memorandum copies). The shipper will enter its estimated shipping charges on these copies. One copy shall be retained in the shipment file, one copy shall be sent to the accounting office designated as the paying office, and one copy shall be sent to the Transportation Officer if issued by a Transportation Agent or other designee.

(3) SF-1103b (blue, memorandum copy - consignee). It shall be promptly mailed by the shipper to the consignee.

g. **Alteration.** No changes to a GBL may be made without prior approval of the issuing officer. After receiving such authorizations, alterations to the GBL shall be made and initialed.

h. **Cancellation.** Any GBL mutilated or rendered unfit for use shall be marked "VOID" and forwarded to the responsible Transportation Officer who will record the cancellation and forward it to the accounting office to ensure that no charges are paid against it.

i. **Loss of Original B/L.** The carrier's freight waybill, SF-1105, shall be used as the substitute for a lost original GBL. Upon receipt of the SF-1105 from the carrier and after determining that the services were ordered, the issuing office shall place the following certification on the reverse thereof:

"I CERTIFY THAT THE SERVICES SHOWN ON THIS FREIGHT WAYBILL WERE REQUESTED,"

followed by the signature of the issuing officer. It will then be returned to the carrier for certification that services were performed.

j. **Loss of Original B/L and Original Freight Waybill.** The issuing office shall furnish a certified copy of the memorandum copy, SF-1103a, with the following certification on the reverse thereof:

"This is to certify that this is an exact copy of SF-1103a, GBL # _____ in my possession and services hereon were requested. This copy is issued to replace lost original Bill of Lading, SF-1103, and Freight Waybill, SF-1105,"

followed by the signature of the issuing officer. It will then be returned to the carrier for certification that services were performed.

47. **COMMERCIAL B/L.** Every precaution must be taken in shipping Government property on a commercial B/L since payment of transportation charges to the carrier depends on proper initiation of such documents. Shipment on commercial B/L's should be avoided except for small shipments for which commercial forms and procedures are used as authorized in paragraph 51.

a. **Conversion to GBL.** When it is necessary to use commercial documents, the following notation must be placed conspicuously on the original and all copies of the commercial document.

"TO BE CONVERTED TO GOVERNMENT BILL OF LADING."

b. **Carrier Retains Original of Commercial B/L.** When the origin carrier requires the original commercial document at the time of shipment, the original and all copies must contain the following certification signed by the original carrier's agent: "Initial carrier's agent, by signature below, certifies that they received the original of this document." The shipper must then forward a certified memorandum copy of the commercial document to the consignee who will prepare, or cause to be prepared, a GBL covering the shipment.

(1) **Carrier Does Not Retain Original of Commercial B/L.** When the original commercial document is not given to the origin carrier at the time of shipment, it will be forwarded to the consignee who will prepare, or cause to be prepared, a GBL covering the shipment.

(2) **Distribution of Copies of Government B/L (Converted).** Distribution of "conversion" GBL's will be in the same manner as prescribed in paragraph 46f.

48. BILLING PROCEDURES.

a. **Local or Single-Line Shipments.** The carrier retains the original GBL until it can be properly completed from the carrier's delivery documents and the "Certificate of Carrier Billing for Charges" added at the bottom of the original GBL, SF-1103. The SF-1103 can then be presented for payment of transportation charges.

b. **Interline Shipments.** The origin and participating carriers should transmit the original GBL, SF-1103, to the last line-haul carrier authorized to bill for the transportation charges. The billing carrier will be responsible for properly completing the "Certificate of Carrier Billing for Charges" based on information from the carrier delivery documents.

49. REQUEST FOR GBL. A request for a GBL may be made to any office/individual having authority to issue a GBL. Any request for a GBL must be in writing, indicating that movement of property from one specified location to another specified location is required. Normally, this document would be in the form of a purchase order, contract, property invoice, etc., which will include the shipping point, consignee, destination, description of property, and the appropriation chargeable for transportation charges. Requests should include the cubic measurement of items to be shipped when Air Freight, Lo-Boy or other special equipment is required.

50. PREPARATION OF GBL. Offices authorized to prepare and issue GBL's are responsible for the accuracy of data entered on the form. GSA handbooks "How to Prepare and Process U.S. Government Bills of Lading" and "Agency Guide for Shipping Household Goods" must be provided to all offices designated in writing as Transportation Agents by the Transportation Officer. Appendix 3 presents the GBL as an exhibit and an explanation of the blocks and data required for its proper execution.

51. GBL ACCOUNTABILITY.

a. GBL's are accountable documents. Adequate safeguards must be developed at each office authorized to stock and issue GBL's and should include the following:

(1) Employees who are responsible for the issuance and use of Standard Forms 1103 and 1203 are held accountable for their disposition and must maintain accountability records and physical control of these forms. All unused (blank) GBL's must be secured in a locked container or safe.

(2) All GBL issuing offices shall maintain a log, an accountability report (Optional Form 1121), or an electronic file recording the disposition of GBL's as well as maintain copies of issued GBL's.

b. These logs, accountability reports, or electronic accountability files are required to indicate the disposition of each GBL. They must, as a minimum, indicate carrier, consignee, date of issue, and weight. Additional data may be included. The GBL's are available from GSA stock; however, all requests for GBL forms must be made through the respective Transportation Officer. Field office and facility personnel, when appointed as Transportation Agents, are authorized to maintain a supply of GBL's. Mutilated or voided GBL's will be controlled for appropriate clearance of accountability. Standard Form 1200, will be used to alter or correct GBL's or PPGBL's.

52. COMMERCIAL FORMS AND PROCEDURES. FPMR 101-41.304 and DOT Order 4000.2B, Use of Commercial Forms and Procedures in lieu of Government Bills of Lading, give discretionary authority for the use of commercial forms and procedures provided:

a. An administrative determination is made that the use of commercial forms and procedures is more efficient and economical than the use of GBL's.

b. Transportation charges do not generally exceed \$100 per single parcel shipment.

c. Transportation charges do not generally exceed \$250 per multi parcel shipment.

d. A letter of agreement is executed by each participating carrier (or agent) signifying acceptance of the arrangements.

e. Shipping activities and carriers agree on billing arrangements.

f. Commercial forms and procedures are not used for international shipments or for household goods van shipments.

g. All charges for transportation services furnished under commercial documentation are paid to the origin carrier or forwarder and are not waived to any other carrier or forwarder.

h. Parcels shipped weigh 70 pounds or less and do not exceed 108 inches in length and girth combined.

53. PAYMENT OF CHARGES ON COMMERCIAL FORMS AND PROCEDURES. Regional and center transportation activities must develop, with the assistance of their servicing accounting organizations, suitable methods to separately process billings from carriers resulting from shipments moving on commercial forms and procedures. Charges for transportation services on commercial forms and procedures may not be included with billings on SF-1113. Billings must be on the carrier's normal commercial invoicing documents.

54. AGENCY DETERMINATION. The FAA has determined that the use of commercial forms and procedures will be more efficient and economical than the use of GBL's when shipment charges are not expected to exceed \$100, subject to conditions and restrictions cited in paragraph 52 herein.

55. CURRENT AGREEMENTS. Current listing of agreements which have been executed by GSA on behalf of all civil agencies can be obtained by contacting the GSA Transportation Services Division Offices listed in appendix 5. These agreements are distributed by GSA in the form of FPMR "G" series bulletins. A current listing of carriers who have signed small shipment agreements is also available from the GSA Transportation Services Division Offices, subject to the conditions and restrictions cited in paragraph 52 herein.

56. ADDITIONAL AGREEMENTS. Region and center transportation activities are authorized to execute additional agreements provided the requirements contained in paragraph 52 herein are satisfied. Each agreement must contain the following provision:

"Shipments covered by this agreement are subject to the terms and conditions set forth in the standard form of the GBL and any other applicable contract or the agreement of the carrier for the transportation of shipments for the United States on Government Bills of Lading."

57.-60. RESERVED.

CHAPTER 4. DISCREPANCIES IN SHIPMENTS

61. PROCESSING DISCREPANT SHIPMENTS. This chapter describes the system and procedures for reporting overages, shortages, damages, and other discrepancies in the quantity or condition of property received from commercial carriers as compared with that shown on the GBL or other shipping document. It also prescribes regulations for adjusting such discrepancies when they are determined to be the liability of the carrier.

62. ACCEPTING DELIVERY. On accepting delivery of a shipment from the carrier, a careful inspection and check shall be made promptly as to the quantity and condition of the property received. An accurate record shall be made and kept of any discrepancies or variations between the data shown on the GBL or other shipping document and the quantity and condition of the property actually received. In instances of visible damage to the property, care should be taken to preserve the original packing, pending completion of inspection by the carrier. Where applicable, the following actions shall be taken in checking and documenting delivery conditions:

a. When shipments are received in closed conveyances, a record shall be made of the identification and condition of the seals on the carrier's conveyance; e.g., numbers and whether intact, broken, or missing.

b. On shipments other than bulk, a physical count shall be made of the number of specific pieces and packages by means of a stroke tally or other appropriate method.

c. A record of the condition of the car, truck, or other conveyance shall be made (e.g., whether sound, clean, safe, etc.) with particular reference to any circumstance that might have contributed to the loss or damage.

d. If a shipment is received in apparent bad condition; e.g., the load is shifted or jumbled, or containers are broken or leaking, photographs of such condition shall be made whenever possible. Each photograph should be marked indelibly with the GBL number and/or carrier's delivery receipt number and the date such photograph was taken.

e. Hazardous materials shall be handled in accordance with applicable Federal regulatory requirements (49 CFR, Parts 100 - 180).

63. NOTICE OF SHORTAGE. Normally, it will be sufficient to notify the carrier of a shortage in shipment by proper notation on the delivery receipt. However, in unusual cases where there is evidence of tampering, possible pilferage, or an entire shipment is missing, telephone notification shall be made within 24 hours followed by notification in writing to the carrier within 7 days of the discrepancy. Such notification shall include the Government's intent to submit a claim for the loss resulting therefrom. SF-361 serves as an appropriate means of documenting discrepancies, either by receipt or by claim, and will assist in resolving the discrepancy. Its use is recommended.

64. EXCEPTION ON CARRIER'S DELIVERY RECEIPT. Before signing the carrier's delivery receipt, the Government consignee (or representative) shall place thereon a notation detailing the nature and extent of all apparent overages, shortages, visible damages, or other discrepancies in the quantity and condition of property received, as compared with that shown on the covering B/L. Any notation placed on the carrier's delivery receipt must also be shown on the consignee's copy of the delivery receipt or freight bill. Notations must be signed by both the consignee and the carrier's driver or representative.

65. NOTICE OF VISIBLE DAMAGE. The delivery carrier shall be notified and requested to perform an inspection of all cases of damage. If the carrier waives the opportunity to perform an inspection, the responsible Government employee shall make a written record of such waiver including the date the request for inspection was made and the name of the carrier representative who was contacted and waived inspection.

66. RECEIPT OF PERISHABLES – DAMAGED SHIPMENTS. If the damaged property is of a perishable nature or is in such condition as to be potentially injurious to life, health, or property, telephone notification shall be made to the carrier upon discovery, but not more than 24 hours after discovery, and be confirmed in writing within 7 days. Upon failure of the carrier to perform a timely inspection and to participate in disposition proceedings, necessary steps shall be taken to dispose of such property in a manner which will mitigate the loss and avoid injury to other property or persons. If the damaged property is nonperishable, the property shall be held for a reasonable time to allow the carrier time to complete its inspection.

67. NOTICE OF CONCEALED LOSS OR DAMAGE. When loss or damage which was not apparent at the time of delivery from the carrier is subsequently discovered on opening the packages, the carrier shall be immediately notified and asked to make an inspection of the property involved. Notification and request for inspection shall be made by telephone within 24 hours of discovery and confirmed in writing within 15 days. A copy of the written notification shall be retained for claim purposes. Wrappings, packing materials, and any unopened packages shall be retained for the carrier's inspection. A copy of the carrier's inspection report shall be requested for use in determining liability or preparing a claim; or in case the carrier waives the opportunity to perform an inspection, a copy of the waiver shall be requested.

NOTE: Claims on freight shipments must be submitted within 90 days; claims on shipments of HHG within 6 years.

68. DISPOSITION OF DAMAGED PROPERTY FOR ACCOUNT OF THE GOVERNMENT. Disposition of damaged property should be expedited to the extent possible. Assistance for determinations concerning economics of repair and salvage values should be obtained from technically qualified personnel as appropriate.

a. **Repair and Utilization.** Where damaged property can be repaired economically and satisfactorily, arrangements shall be made by the Government agency paying the transportation charges or its authorized representative to have repairs effected and to submit a claim against the carrier for the costs thereof. Alternatively, the carrier may be allowed to perform the repairs or make the necessary arrangements, subject to inspection and acceptance by Government agency inspectors or other designated representatives. However, in no case shall property subject to security regulations be released to the carrier or to any unauthorized personnel for repairs.

b. **Allowance for Damage.** When it is not desirable or feasible to make repairs immediately and the carrier does not make repairs, the amount of damage or the cost of making repairs in the future may be determined by appropriate means (e.g., by mutual agreement of representatives of the carrier and the Government or by estimates obtained from qualified and disinterested parties).

c. **Rejection to Carrier.** Property may be rejected to the carrier and a claim made for its full value only when it has been damaged to the extent that it has no salvage value and it is not economically repairable; i.e., the cost of repairs would exceed the appraised value of the repaired item (see exception in subparagraph f of this paragraph).

d. **Rejection – No Salvage Value.** When it is determined that property has been damaged to the extent that it has no salvage value, is not economically repairable, and can be abandoned, the carrier shall be notified promptly of the location of the rejected property and shall be requested to make appropriate disposition of it.

e. **Rejection -- Carrier Refusal or Failure.** The carrier, if refusing to accept the rejected property, shall be requested in writing to furnish a written statement of the reason for its refusal to accept. Upon receipt of the written refusal, the agency shall take appropriate action to dispose of the rejected property or, if the carrier fails to make appropriate disposition of the rejected property within a reasonable length of time, the agency shall notify the carrier in writing that the property will be disposed of without further delay.

f. **Rejection -- Property Which Cannot be Abandoned.** Property which is designated top- secret, secret, or confidential, or property which for any reason cannot be abandoned in the best interest of the Government, shall not be rejected to the carrier, regardless of the extent of damage, and shall be placed in secure storage at the point of receipt (see paragraph 126).

69. DISPOSITION OF DAMAGED PROPERTY FOR ACCOUNT OF THE SUPPLIER. In cases where transportation is performed for the supplier rather than the Government (e.g., in shipments purchased free-on-board (f.o.b.) destination), proper notations shall be made on delivery receipts to assist the supplier in filing claims for transportation losses and prompt notification shall be made to the supplier with a request for advice as to the disposition of the damaged property. The contracting office must be included in all transactions of this type.

70. DISPOSITION OF OVERAGES AND ASTRAY SHIPMENTS.

a. Receiving activities shall attempt to associate overages and astray shipments with other shipments which have been received to determine if they can be identified with any previous shipping shortages or other discrepancies. If a carrier's excess freight on one B/L is identical with a reported shortage on another B/L, the excess or overage shall be accepted and used to offset the shortage.

b. If a carrier attempts to deliver freight which is marked for another consignee or cannot otherwise be identified, it shall not be accepted from the carrier.

71. LIABILITY -- TRANSPORTATION FOR ACCOUNT OF THE SUPPLIER. In instances where the transportation involved is performed by a carrier for the supplier rather than for the receiving agency (e.g., where property is purchased f.o.b. destination), determination of liability for the discrepancies in shipment shall be left to the carrier and the supplier. However, in such instances, the Government receiving activity shall make accurate notations of discrepancies on the carrier's delivery receipt and shall furnish a copy of SF-361 to the supplier and the contracting officer to assist in resolving the discrepancy.

72. LIABILITY -- TRANSPORTATION FOR ACCOUNT OF THE GOVERNMENT.

a. Determination of liability for discrepancies shall be the responsibility of the Government agency paying the transportation charges or its authorized representative:

(1) In all instances where a shipment moves on a GBL, commercial B/L to be converted to a GBL, or commercial B/L bearing a notation that charges will be borne by the Government.

(2) In other instance where the Government assumes the risk for loss and damage at origin (e.g., where property is purchased f.o.b. origin, freight prepaid).

b. While no precise formula can be prescribed for determining whether liability for loss or damage rests with the carrier, the shipper, or third party, an analysis shall be made of all pertinent factors and circumstances involved, including, where appropriate, consideration of the following:

(1) Type and adequacy of packing and packaging.

(2) Adequacy of marking, including precautionary markings for fragile or dangerous cargo.

(3) Condition of the package inside and outside including any indications of rough handling or pilferage.

- (4) Tally records and how compiled.
- (5) Photographic evidence.
- (6) Expert or professional appraisals.
- (7) In case of load lots:
 - (a) Condition of the vehicle, whether dirty, contaminated, unsafe, structurally defective, appropriate type, etc.
 - (b) Identification and condition of seals on conveyances and by whom applied.
 - (c) Manner of loading, stowing, blocking, and bracing.
 - (d) Determination as to whether loading was performed by shipper or carrier.

73. TIME LIMITATIONS FOR FILING CLAIMS. Government agencies shall take prompt action to recover amounts due the United States as a result of discrepancies in delivery in accordance with time limitations established by the B/L or other contracts of carriage or by statute. The following are examples of such time limitations:

- a. **Commercial B/L.** Claims for loss or damage to domestic shipments moving on commercial B/L's shall be filed with carriers within 9 months following delivery of the shipment or, in the case of nondeliveries, within 9 months following the time when delivery should have been made.
- b. **GBL's.** Claims for loss or damage to shipments moving on GBL's, on commercial B/L's which are later converted to GBL's, or on commercial B/L's bearing a notation that the shipment is subject to the terms and conditions of GBL's, are exempt from the commercial B/L requirement for filing claims within 9 months following the delivery of shipment. Nevertheless, every effort shall be made to effect prompt settlement of claims in this category.
- c. **Ocean B/L's.** A 1-year limitation is imposed by Statute (46 U.S.C. 1301, 1303(6)) for bringing court actions against ocean carriers for loss and damage.
- d. **International Air Shipments.** A 2-year limitation is imposed by Article 29 of the Warsaw Convention (49 Stat. 3000) for bringing court actions against air carriers for loss or damage to international air shipments.

74. DOCUMENTATION OF LOSS AND DAMAGE. SF-362 will be used to document all instances of loss and/or damage. The original and copy 2 will be submitted to the servicing accounting office, who will set up an accounts receivable, and to the delivering carrier with instructions that any remittance is to be made to the servicing accounting organization. Copy 3 will be retained by the Transportation Officer and copy 4 will be sent to the Transportation Agent. All copies should include supporting documentation.

75. PROCESSING CLAIMS AGAINST CARRIERS. When it has been determined that the carrier is responsible for loss or damage in a Government shipment, a claim shall be prepared by the consignee and forwarded in triplicate through the servicing accounting office to the Transportation Officer on SF-362, and forwarded in duplicate to the appropriate carrier except as provided in (a) and (b) below. A copy of the SF-362 shall be kept in the servicing accounting organization. The appropriate carrier is usually either the destination line-haul carrier (not the drayage company or switching carrier) or, in the case of ocean or international air shipments, the carrier initially receipting for the shipment. In cases where no part of the shipment has been delivered, the claim should ordinarily be filed against the origin

carrier who receipted for the property. In cases where it is known conclusively on which carrier's line the loss or damage occurred, the claim may be filed against that carrier.

a. Claims Against Domestic Carriers. Normally, claims against rail carriers, motor carriers, inland water carriers, domestic freight forwarders, and other carriers subject to the Interstate Commerce Act shall be collected by a setoff. This will occur only after a formal claim has been presented to the carrier and a period of 90 days has been allowed for payment of such claim or for furnishing evidence of nonliability. Exceptions to this provision may be made where it is known that the carrier is involved in a bankruptcy, insolvency, or reorganization proceeding (see paragraph b below) or in other instances where it is clearly in the Government's interest to effect earlier collection by setoff. Instances in which exceptions are made must be supported by documented justification and the exception made part of both the transportation and accounting records.

b. Claims Against International Ocean or Air Carriers. Regulations of the U.S. General Accounting Office (5 GAO 5040.21) require that, when loss or damage for which the carrier is administratively liable has occurred in an international ocean or air shipment and the carrier's bill covering charges for transportation or related services on the shipment has not been paid, an amount sufficient to reimburse the Government for loss or damage shall be withheld by the servicing accounting office from the payment made for the shipment to which the loss or damage pertains.

76. CLEARING CARRIERS OF LIABILITY. When, through investigation or evidence submitted by the carrier, it is determined that loss or damage incident to Government shipments is not the responsibility of the carrier, necessary steps shall be taken to clear the carrier of liability for such loss or damage. This shall include clearance of any exceptions which have been noted on the carrier's delivery documents or the withdrawal of any claim which may have been filed for recovery of losses sustained. While no precise format is prescribed, the document used to accomplish this purpose should be prepared in sufficient detail to identify the shipment and to show the basis for relieving the carrier of liability. This includes:

- a. A shipping document.
- b. A detailed description of the property shipped.
- c. A reference to exceptions taken to the quantity or condition of the property delivered.
- d. The number and date of any claim which has been filed with the carrier.
- e. The basis on which the exception or claim is being withdrawn.

The original form or document shall be forwarded to the accounting division for transmittal to the carrier against whom the claim has been filed (or, in case the claim has not yet been filed, to the carrier billing for the transportation or related services). One copy shall be attached to the original B/L with additional copies to meet agency needs.

77. MONETARY LIMITATIONS ON CLAIMS. Transportation Officers are authorized to observe a minimum of \$50.00 in processing loss and damage claims against carriers and forwarders and absorb amounts falling below \$50.00 (in accordance with 41 CFR, 101-40.702-3 (a)). This minimum shall not be applied to small domestic shipments made on commercial forms and procedures since loss and damage claims on those shipments can be handled at relatively little expense (see Comptroller General decision B 117604 (12) dated August 20, 1975).

78.-85. RESERVED.



CHAPTER 5. HAZARDOUS MATERIALS

86. HAZARDOUS MATERIALS REGULATION . The U.S. Department of Transportation has developed Hazardous Materials Regulations (HMR) which are designed to affect the safe transportation of any substance or material capable of posing an unreasonable risk to health, safety, or property when transported in commerce. The Departmental organization responsible for the regulations is the Research and Special Programs Administration (RSPA) under its Associate Administrator for Hazardous Materials Safety (AAHMS).

87. PUBLICATION OF REGULATIONS. The HMR's are contained in Title 49, CFR, Parts 100-180. Parts 171-173 pertain to shippers of hazardous materials. Parts 174-177 deal with rail, air, water, and highway carriage, respectively. Parts 178-180 address packaging requirements for hazardous materials shipments including POP.

a. **Emergency Response Information** (49 CFR 172.602). The HMR's require all domestic shippers to provide emergency response information with all hazardous materials shipments that require shipping papers. The emergency response information requirement can be satisfied by attaching a Material Safety Data Sheet (MSDS), available from the Occupational Safety and Health Administration (OSHA), by calling (202) 523-9667, or a copy of the appropriate page of DOT P 5800.4, Emergency Response Guidebook, to the shipping papers. Other methods for satisfying this requirement are detailed in 49 CFR 172.602 (b)(iii).

b. **Emergency Response Telephone Number** (49 CFR 172.604). The HMR's also require shipping papers to contain an emergency response telephone number for use by emergency responders should an accident occur. The number listed must be manned at all times the hazardous material is in transit, either by a person who is knowledgeable of specific risks/hazards of the material involved, or by someone who can contact the knowledgeable person in a timely manner. It is suggested the Region's Operating Center (ROC) telephone number be included on the shipping papers and that ROC's be provided telephone numbers of the Transportation Officer/Agent to comply with this requirement.

c. **Air Shipments** (49 CFR 171.11). For shipments by air, shippers may use the International Civil Aviation Organization's (ICAO) "Technical Instructions for the Safe Transport of Dangerous Goods by Air." Additional information can be found by referring to the International Air Transport Association's (IATA) "Dangerous Goods Regulations."

88. RESPONSIBILITIES. The HMR's are very explicit in the assignment of responsibilities. They state that no person may offer or accept a hazardous material for transportation in commerce unless that material is properly classed, described, packaged, marked, labeled, and in condition for shipment as required or as authorized by this subchapter. (Ref. CFR, Title 49, Part 171.2, including Parts 171.11, 171.12, and 176.11.) The term "person" includes all Government agencies.

89. USE OF PRIOR DESCRIPTIONS. Shipping documents and cartons of items received (which are known or indicated to be hazardous material) can be prime sources of information. Annotations should be made on the bin label identifying the proper name, hazardous material labeling requirements, shipping instructions, etc., to assist in fulfilling requirements for shipping should the occasion arise for the item to be reshipped. A card file containing such data is another means to have pertinent information readily available.

a. **Use of FAA Catalog Data.** Volume I of the FAA Supply Catalog contains a Cross Reference Index - Reference Number to NSN and NSN to Reference Number. It identifies codes used to indicate special attention is necessary to satisfy the requirements of the Hazardous Materials Transportation Act. These codes also appear on all mechanically prepared shipping orders (FAA Form 4250-4) for items shipped by the FAALC.

90. SHIPPING PAPERS (49 CFR 172.200). Shipments of hazardous materials must be documented in very explicit format and informational content. If hazardous material is listed on the same shipping paper as nonhazardous material, the hazardous material must be listed first to highlight the entry. The entry or listing of hazardous material items on the shipping paper must be certified in the form prescribed in GSA's booklet "How to Prepare and Process U.S. Government Bills of Lading" (SF-1103 and SF-1203). The "RED"-bordered shipper's declaration for dangerous goods forms are available from commercial vendors (such as Labelmaster of Chicago) for use as shipping papers (appendix 7).

91. TRAINING. The HMR's require all persons involved with the transportation of hazardous materials to be trained every 2 years. Training is available through the Transportation Safety Institute's (TSI) Hazardous Materials Division, the FAA training catalog, and a number of other public and commercial training sources.

92. PACKAGING. Rules concerning the packaging of hazardous materials have been revised and are now aligned with international requirements. Packages of hazardous materials offered for air shipment under ICAO Technical Instructions must be shipped in POP. DOT specification packaging is no longer allowed under ICAO.

a. Due to special transition provisions, hazardous materials offered for shipment under 49 CFR may use DOT specification packaging until October 1, 1996. Afterwards, all packages of hazardous materials offered for transportation will be required to meet POP packaging standards.

b. Beginning with the 1991 version, 49 CFR will contain the new POP requirements. Further information can be obtained by referring to Docket HM-181, Performance-oriented Packaging Standards (Volume 55, Federal Register, Page 52402, December 21, 1990, which is available from the Superintendent of Documents, Washington, DC).

93.-99. RESERVED.

CHAPTER 6. CRITICAL AND CLASSIFIED MATERIALS

100. TRANSPORTING CLASSIFIED MATERIALS. This chapter contains broad guidelines relating to the transportation of classified material. Proper packaging must be used for shipment of classified material to reduce the potential risk of loss or compromise.

101. SUMMARY OF CONTROLS.

- a. Classified material shall be carefully packaged to prevent loss or exposure during transit.
- b. A receipt system will be used to document the transportation of all secure matter.
- c. Followup action shall be taken on all shipments not received at destination at the estimated time of arrival whenever a shipment contains classified material.

102. PREPARATION AND PACKAGING REQUIREMENTS.

- a. If the classified material is an internal component of a packageable item of equipment (of which the outside shell or body is not classified) and it completely shields the classified aspects of the item from view, the shell or body may be considered as the inner covering.
- b. If the classified material is an inaccessible internal component of a bulky item of equipment that is not reasonably packageable, the outside shell or body may be considered as the outer covering provided the shell or body is not classified.
- c. If the classified material is not reasonably packageable and the shell or body is classified, drape or cover the entire item with an opaque covering that will conceal all of the classified features. The cover must be secured in such a manner as to prevent inadvertent exposure of the item.
- d. Specialized shipping containers, including closed cargo transporters, may be used in lieu of the packaging requirements listed above and such containers may be considered the outer wrapping or cover.
- e. The assigned classification and address of the consignee shall appear on, or be attached to, the inner covering if one is used. The name and address of both the consignee and consignor shall appear on the outer cover. Under no circumstances will the outer covering or the shipping document attached to the outer covering reflect the classification of the contents or the fact that the contents are classified.
- f. The shipment shall be inspected prior to release to the carrier to ensure that the containers have been constructed, strapped, and otherwise prepared, including the use and recording of seals when appropriate, to provide necessary protection during shipment.

103. ADVANCE NOTICE AND B/L. The activity shipping bulk classified material and equipment by Government or commercial carrier shall notify the consignee, including any military trans-shipping activity, in advance of the date of arrival. All shipping data must include the nature of the shipment, anticipated arrival, means of shipment, B/L number, and the numbers of seals if used. The consignee shall also be requested to notify the consignor of any shipment not received within 2 working days after the estimated time of arrival. Upon receipt of such a notice, the consignor shall immediately initiate a tracer action with the originating carrier.

104. PROPER ANNOTATION ON B/L. The B/L shall be marked "URGENT SHIPMENT" with an annotation requiring the carrier to notify the consignor immediately if the shipment is delayed enroute. A B/L or other shipping document shall not, in any manner, indicate the shipment contains classified material.

105. ITEMS DAMAGED IN SHIPMENT. Damaged shipments known to contain items of a classified nature shall not be refused at delivery as is allowed for general commodity shipments. They shall be received, safeguarded, the consignor advised of damage, and claim for damages filed with the delivery carrier. The servicing security element must be notified of any damages sustained in the shipment of classified material.

106. WEAPONS. The transportation of weapons will be controlled as follows:

a. Air Marshal Program. Weapons and equipment used in the FAA Air Marshal Program will be shipped only at the direction of the Office of Civil Aviation Security, Security Operations Division, ACO-100. Shipment of weapons by means other than signature service is prohibited. Signature service is defined as a transportation carrier who signs for receipt of shipment and has tracing capability throughout the movement from one location to another.

b. Other FAA Programs. Procedures for the shipment of firearms used in other FAA programs will be as directed and specified by the Investigations and Security Division, ACO-300.

107. ADDITIONAL GUIDANCE. The servicing security element will assist anyone to meet the requirements necessary to provide adequate safeguards concerning the shipment of classified, security, and weapons items. The latest edition of Order 1600.2, National Security Information, provides further guidance on shipping these items.

108.-110. RESERVED.

CHAPTER 7. MOVEMENT OF HOUSEHOLD GOODS

111. PROCEDURES AND GUIDANCE. The Transportation Officer is required to obtain cost comparisons from the GSA on all movements of household effects in accordance with FPMR Subpart 101-40.2, Centralized Household Goods Traffic Management Program. This includes off-shore shipments. Shipments to and from Alaska shall be based on current local tenders on file. All Permanent Change of Station (PCS) travel orders authorizing movements of HHG shall be approved (signed) by the Transportation Officer or their designee. Designated Transportation Officers for FAA headquarters, centers, or regions are responsible for the methods of shipment of all employees' household effects into, or within, their areas of responsibility. These areas are defined by the funding of the relocations; i.e., headquarters would control the movement of an employee relocating to headquarters. Hiring offices shall consult with their Transportation Officers and establish reasonable reporting dates to lessen pressures inherent in the relocation process. When the commuted rate schedule is requested for the transportation of an employee's household goods, appropriate action shall be taken to obtain estimates and compare actual expense method costs with that of the commuted rate cost. All movements of employee household effects will be provided by GSA-approved Household Goods Carriers and be in compliance with this order, FPMR Subpart 101-40.2, Centralized Household Goods Traffic Management Program, Order 1500.6, Travel Manual, and GSA's Household Goods Tender of Service. In addition, Transportation Officers shall have a working knowledge of the Household Goods Carriers' Bureau Government Rate Tender.

112. METHODS OF SHIPMENT.

a. The Actual Expense (GBL) Method. Under this method, the Government, not the employee, is the shipper, and the Government pays the transportation charges. The Transportation Officer is responsible for selecting the carrier and providing all services to the employee. Selection of the carrier will be made based on the lowest-cost carrier providing the level of service required by the agency (Transportation Officer) at the time the GBL method was authorized. When household goods are to be moved by GBL, the Transportation Officer shall inform the employee that Full Value Protection Service (FVPS) will be made available as the level of insurance liability by the carrier at no expense to the employee to a level of \$3.50 times the net weight of the shipment. The employee may request a value greater than the base value. See Appendix 6, Levels of Service When Moving HHG by GBL, for detailed information.

(1) When an employee requests, for personal reasons, that his/her household goods be shipped by a carrier more costly than the carrier selected by the agency, the Government will pay the carrier's applicable charges and collect from the employee any additional transportation costs resulting from the employee's choice of carrier.

(2) When an employee chooses to use a rental truck, trailer, or private conveyance to transport their household goods, the Government will reimburse the employee their actual expenses, not to exceed the maximum amount if a Government selected carrier would have been used. The employee must provide detailed, written documentation of actual expenses.

b. The Commuted Rate Method. This is the method whereby employees who are authorized to transport their household goods at Government expense make their own shipping arrangements with a commercial van line. They will be reimbursed by the Government according to the commuted rate schedule published in GSA Bulletin FPMR A-2. It is also available on the cost comparison printout, GSA Form 2485 (appendix 4).

113. PROGRAM FUNCTIONS. As the central control point, GSA will provide the agency with cost comparisons, the names of carriers eligible to provide services, and will assist the agency with administrative functions. The cost comparison (GBL vs. Commuted Rate Method) will normally indicate a saving far greater than \$100.00. Therefore, most relocations will be by the actual expense (GBL) method in compliance with the Current Tender of Service Agreement between the van line and GSA.

114. APPLICABLE FORMS OR OBTAINING SERVICES.

a. **GSA Form 2485.** This form is used to obtain computerized cost information from GSA (appendix 4).

b. **GSA Form 3080.** This form is provided by GSA at the time of submission of the cost comparison. Forms and additional information may be obtained from the appropriate regional GSA Transportation Services Division Office (appendix 5).

APPENDIX 1. COMMON DEFINITIONS RELATING TO TRANSPORTATION

Following are definitions of terms and phrases used in the transportation trade including abbreviations in parenthesis where applicable.

1. **ACCESSORIAL SERVICE.** Service in addition to line-haul transportation, usually at added cost, such as packing, crating, storage, delivery to second floor, etc.
2. **ACTUAL WEIGHT.** Gross shipping weight.
3. **ANALOGOUS ARTICLES.** Articles with similar characteristics used in determining rates and charges.
4. **BILL OF LADING (B/L).** A contract or written acknowledgement of goods received for transportation.
5. **CARRIER.** An individual, company, or corporation engaged in transporting goods.
6. **CLASSIFICATION.** A process of dividing different varieties of commodities into a defined class or group to determine rates and charges.
7. **CONCEALED DAMAGE.** Damage which was not evident at the time of delivery but discovered upon unpacking.
8. **CONSIGNEE.** Receiving organization by name or address.
9. **CONSIGNOR.** Shipper or shipping agent.
10. **CUBIC MEASURE.** The volume of space occupied by the shipment or article, sometimes used for rate purposes (length x width x height).
11. **DEMURRAGE.** The detention of the carrier's conveyance beyond the specified free time. Normally, charges will be assessed in accordance with carrier's tariff.
12. **DIVERT.** The route of a shipment changed in transit to a destination other than shown on original bill of lading.
13. **DRAYAGE.** Hauling within a metropolitan area as between adjoining municipalities such as from a local freight station. Payment from Imprest Fund is limited to \$500.
14. **FREE ON BOARD (f.o.b.).** Delivered at a point specified at the expense of other than the consignee or purchaser. Sometimes referred to as "freight-on-board."
15. **FREIGHT ASTRAY.** An item previously scheduled for delivery but not available at the time the original shipment was delivered.
16. **GOVERNMENT BILL OF LADING (GBL).** The bill of lading forming a contract obligating the Government to pay charges for services described and provided.
17. **IMPREST FUND.** A fund maintained at certain locations for payment of small expenses in cash (limited to \$500).
18. **INITIAL CARRIER.** The original carrier receiving the shipment from the shipper (Origin Carrier).
19. **KNOCKED DOWN (KD).** Articles shipped in disassembled condition to reduce volume. Generally utilizing a reduced rate.

20. **LESS THAN LOAD (LTL).** A shipment constituting less than capacity of conveyance; i.e., "Less than truckload" or "less than carload."
21. **LINE HAUL.** Transportation from one city to another as differentiated from "drayage."
22. **LOOSE (bulk).** Without packing minimum charge. The lowest charge which can be assessed for transporting a shipment, as specified in carrier's tariff.
23. **NOT OTHERWISE INDEXED (NOI).** Briefly described and not specifically defined in classification guides.
24. **OVER, SHORT, AND DAMAGED (OS&D).** A terminology used to identify a discrepancy in the shipment.
25. **PREPAID.** Charges paid by shipper or consignor.
26. **SET OFF.** A counterclaim.
27. **SET UP (SU).** Articles shipped in a fully assembled condition ready for use as opposed to KD above.
28. **STORAGE IN TRANSIT (S.I.T.).** A shipment placed in storage between shipping and receiving points for which charges in addition to transportation are assessed.
29. **STROKE TALLY.** An item by item or line item by line item inventory count.
30. **TARIFF.** A description of services and a schedule of charges issued by carriers for transportation of goods.
31. **TENDER.** A description of services and schedule of charges issued by carriers for specific conditions/commodities for use of the Government only.

APPENDIX 2. FREIGHT CLASSIFICATION GUIDE

1. **GENERAL.** This guide is intended for use on motor freight and rail shipments. Air Freight and Air Express (Forwarder) require only a brief description of the articles shipped because these modes classify the commodities into much broader classifications.
2. **PACKING.** After the description of each item, there is listed a type of shipping container in which the article should be packed. If none is shown, it can be assumed that the article may be shipped loose or, in some cases, in bundles. BOX is taken to mean either a wooden box or a shipping container such as box, drum, barrel, reel, etc. The type of container should be shown on the bill of lading in the KIND column under PACKAGES.
3. **RATE DETERMINING.** On certain articles a lower rate applies if the material is knocked down (KD) rather than set up (SU). The KD description should be entered on the GBL only when the article is taken apart, folded, or telescoped in such a manner as to reduce the bulk by one-third. A lower rate sometimes applies when articles are nested (one placed within another in packing); for example, several wastebaskets in the same carton.
4. **ELECTRONIC AND ELECTRICAL ARTICLES.** There are many electronic and electrical articles shipped by the FAA which are not listed in the classification guide. Such articles should be listed as "Electrical Appliances or Instruments, NOI," with a short description. Other articles not listed in this freight guide should be given a concise, nontechnical description. Type numbers, part numbers, or technical names may be shown in parentheses for agency identification. Shippers are encouraged to contact freight companies when the correct descriptions are not shown or for assistance with other shipping problems.
5. **DESCRIPTION.** In using this guide, only those portions of the description which correctly apply should be entered on a bill of lading. As an example, refer to engine generators. It will be seen that there are two descriptions - one for only the engine generator and one for the engine generator with control panel or switchboard. These have a different rate. There is a further choice for type packaging or the engine generator may be mounted on a trailer. Also, where a description shows "nested or not nested," show whichever applies. All gasoline engine driven items (compressors, engine generators, etc.) are hazardous (ORM-C) after the first use and must be classed as such. An "X" in the HM column indicates the item is classed as a hazardous material. See Chapter 5.
6. **WEIGHTS.** Since rates vary for different articles, it is important that an individual exact weight be shown on the bill of lading for each separately described article. If all packages contain the same items (for example, Electrical Appliances or Instruments, NOI), then only a total weight is required.

7. MATERIEL SHIPPED AND DESCRIPTIONS TO BE USED ON BILLS OF LADING.

<u>Materiel Descriptions Not Acceptable for use on GBL's</u>	<u>HM</u>	<u>Materiel Descriptions Acceptable for use on GBL's</u>
Acetylene	X	Acetylene in steel cylinders
Acetylene torches		Torches, cutting or welding in boxes
Acid, battery or electrolyte	X	Electrolyte, battery fluid
Aerial kits		Radio aerial kits; (boxes)
Air conditioner, evaporative		Air cooler, water evaporative; with blowers and fans; without heating action; (box, crate)
Air conditioner, refrigerating		Air cleaner and cooler, other than water evaporative type, with blowers or fans; (box, crate)
Aircraft engines		Engines, internal combustion, NOI; (pkg., or loose or on skid) value not exceeding \$2.50 per pound
Aircraft engine parts		Parts, NOI, internal combustion engine, iron, steel, aluminum, brass, copper, magnesium alloy, etc., (bbl., box, crate)
Airplane parts		Aircraft parts, NOI, cloth, wood or metal, or combinations of these materials, or other parts; (box, crate)
Alcohol	X	Alcohol, NOS
Altimeters		Altimeters; (boxes)
Ammonia	X	See Hazardous Materials Table, CFR, Title 49, Part 172
Ammeters		Meters, electric, or parts, NOI; (bbls. or boxes)
Amplifiers		Amplifiers, preamplifiers, or radio tuners; (separate or combined in box, crate)
Analyzers, motor		Electrical, appliance or instruments, NOI; (box or crate)
Analyzer, radio or electronic		Electrical, appliance or instruments, NOI; (box or crate)
Anchors		Anchors, guy, building, mast or pole
Anchor rods		Rods, guy anchor, iron or steel
Angles, iron or steel		Angles, iron or steel; (loose or pkg.)
Antennas; VOR, VHF, UHF & Swastika type		Aerials or antennas, directional or parabolic, NOI, or sections or parts thereof, SU, or KD; (boxes, crates)
Antenna rods		Rods, antenna, radio, tubular, or solid steel without attachments; (boxes)
<u>Materiel Descriptions Not Acceptable for use on GBL's</u>	<u>HM</u>	<u>Materiel Descriptions Acceptable for use on GBL's</u>

Antenna pedestals		Bases, structural steel, or aluminum structural forms, 3/16" or thicker
Antenna mounting bases		Bases, structural, iron, or steel
Antenna shelters, dome type; set up		Antenna enclosure, radar housing, or sections thereof, NOI; other without metal mounting or reinforcing devices
Antenna Shelters, KD		Antenna enclosures, radar housing, or sections thereof, NOI; other than metal, with or without metal mounting or reinforcing devices
Building panels, sections or KD buildings		Houses or buildings, NOI, iron, steel, wood, or fiber-board, combined, KD wall, roof or floor sections. (also includes hardware, plumbing, electrical fixtures, or other fittings which are a part of the building if such articles do not exceed 5 percent of the total weight)
Anti-freeze	X	Anti-freeze compound, liquid
Arms, cross		See Cross arms
Armatures		Armatures, electrical
Arresters, lightning		Arresters, lightning, or parts, NOI; (box or crates)
Audio oscillators		Electrical appliances or instruments, NOI; (box or crate)
Bars, iron or steel		Bars, iron, or steel, NOI
Basket, waste		Baskets, waste, fiberboard, or sheet steel, nested or not nested; (packages)
Battery cable		Battery cable with terminals attached; (barrel or box)
Battery charger		Rectifier, NOI; (box or crate)
Battery, flashlight other dry cell		Battery, electric dry cell, not spent; (box or crate)
Battery, storage		Batteries, electric, storage assembled with or w/o chem.; (box or crates or on pallets)
Belts, plastic recording		Tape or wire, sound recording
Bench, work for repair work		Bench, work, NOI, steel or wood or wood and steel combined, SU or KD flat; (wrapped, boxes, crates)

Material Descriptions Not
Acceptable for use on GBL's HM

Binders

Bolts, nuts, or screws

Bookcases

Box or cabinet, switch
conduit outlet or junction
or power distribution panels
WITHOUT switches

Box or cabinet, switch
conduit outlet or junction or
power distribut. panels WITH
switches

Box or case, equipment
shipping, empty

Box, tool, empty

Box, tool, containing
hand tools

Brackets

Brackets, structural

Bulbs, rectifier

Bulbs, or tubes, radio

Bulletin boards or frames

Cabinets, electronic
distribution, relay or
equipment, empty

Cabinets, electronic
distribution, relay or
equipment, containing
electronic equipment

Cabinet, or case, filing,
steel or wooden

Material Descriptions Acceptable for use on GBL's

Binders or covers, book or loose leaf, cloth, imitation
leather paper or pulpboard; (box or crate)

Bolts, nuts or screws, NOI, iron or steel, galvanized,
plated or coated with brass, cadmium, lead, zinc,
chromium or nickel; (pkg)

Bookcases, steel or wooden, sectional, or other than
sectional, SU or KD; (crate)

Switch, boxes, outlet plates, conduit outlet boxes,
or cabinets, w or w/o fittings or covers, but w/o
switches, specify whether or aluminum, brass, copper,
plastic, porcelain, or steel; (box)

Use description listed under switches

Shipping box, wooden or steel, with hinges and cover
fasteners, NOI; SU, folded flat or KD flat

Box, tool, steel, NOI; in box or crate; loose when weighing
50 lbs. or over

Tools, hand, NOI; in tool boxes, cabinets or chests;
(box, crate, loose)

Brackets, specify type or use and material; (package)

Brackets, struct. steel; loose packages, FAB. 3/16" or
thicker

Rectifier bulbs or tubes; (box, crate)

See tubes

Boards or frames, building, bulletin, or directory; (box,
crate, wrapped)

Cabinet, NOI, steel, other than furniture w/o glass,
SU; (box, crate)

Electrical appliance or instruments, NOI or enter
description of the electronic equipment (radio
transmitters, receivers, amplifiers, etc., if shown
in this guide); (boxes, crates)

Cabinet, filing or case, steel or wood, NOI, SU or KD,
wall less than 1" thick; (box, crate, or wrapped)

Material Descriptions Not
Acceptable for use on GBL's **HM**

Cabinet, printer

Cabinets, storage

Cabinets, switch or junction

Cable clamps

Cable, electric, including
coaxial, submarine, parkway

Cable racks

Cable reels

Cable splicing kits

Cans, ash or garbage

Case, equipment shipping
emptyCarbon tetrachloride **X**

Chair, revolving

Chair, office, wooden

Chair, steel, office

Channel iron

Charger, battery

Chest, tool, empty and w/tools

Choke, coils

Circuit breaker

Clamps or clips, cable

Clevises

Coils, motor or generator

Compensators

Material Descriptions Acceptable for use on GBL's

See teletypewriter parts

See lockers

See boxes

Cable clamps or joints, NOI; (package)

Cable, electric, aluminum, brass, bronze or copper.
When applicable specify whether steel or lead armored;
(pkg. or reel)

Cable racks, steel, 16 gauge or thicker

See reels

Cable splicing kits; (box)

Cans, steel, ash, or garbage, nested or not; (loose or pkg)

See box

Carbon tetrachloride

Chair, steel or wooden, revolving, NOI, SU or KD;
(wrapped, boxes, crates)

Chair, wooden, finished SU or KD; (box, crate or wrapped)

Chair, steel, SU or KD; (wrapped, box, or crate)

Channels, iron or steel, NOI

Rectifier, NOI; (box or crate)

See box, tool

Electrical appliances or instruments NOI; (box or crate)

Circuit breaker or switch, NOI (barrel, box, crate)

Clamps, clips, cable, rope, or guy wire, iron or steel; (pkg.
or loose if over 25 lbs.)Clevises, iron or steel Coils, loudspeaker, dynamic
Coils, radio, dynamic, loud-speaker; (boxes)

Coils, field, motor or generators; (boxes)

Compensators; (boxes or crates)

<u>Materiel Descriptions Not Acceptable for use on GBL's</u>	<u>HM</u>	<u>Materiel Descriptions Acceptable for use on GBL's</u>
Compound, fire extinguisher	X	Corrosive liquid, N.O.S.
Compound, sealing		Compound, caulking; (box)
Compressor, air		Compressor, air with or w/o tanks, hose or nozzle, mounted or not
Conduit fittings		Conduit fittings, NOI, aluminum, iron, plastic, or combined, with or w/o insulators; (barrel, boxes)
Conduit, rigid or pipe		Pipe, conduit, wrought iron or steel
Console assembly, electrical or electronic		Electrical appliances or instruments, NOI; (box or crate)
Couplings, pipe galvanized		See fittings
Cradles, steel, for tanks, KD		Iron or steel cradle or stand, drum, or tank, KD; (bundles or loose)
Cross arms or braces		Cross arms and braces, steel or wood pole or transmission line construction
Crystals, radio		Electrical appliances or instruments, NOI; (box or crate)
Cylinder, empty, gas	X	Must be classed for hazardous material previously contained in the cylinder
Desk, executive or type-writer		Desk, steel or wooden, w/one or more enclosed pedestals on one or both sides of open knee space w/drawers not more than 15" from floor, SU or KD; (box, crate or wrapped)
Desk, flight progress or flight data		Desks, NOI, wooden, SU; (box, crate or wrapped)
Dialing panel		Electrical appliances or instruments, NOI; (box or crate)
Doors		Doors, add kind of door (brass, iron, steel and wood combined, or wooden, etc.), and use (building, aircraft, etc.); (package)
Drills, electric, hand portable		Drill, electric, hand, NOI; (box)
Drill, hand		Drill, hand, NOI; (box, crate)
Duct, air vents		Duct, air, sheet iron, steel, or aluminum, dbl. or single wall, nested or not; (pkg. or bundle)
Duct, square, electric		Channels, NOI, steel or plastic; (bundle, pkg.)

Materiel Descriptions Not
Acceptable for use on GBL's **HM**

Engine, aircraft

Engine generators

Engine generator parts,
incl. air cleaners, arma-
tures, bearings, engine
blocks, cylinders, crank-
shafts, carburetors, fans,
filters, magnetos, panels,
control other than switch-
boards, fuel pumps, relays

Engine, gasoline

Fans, electric

Fans, electric, with roof
ventilators

Fan marker

Filter, air, fiberglass

Filter, radio range

Filter, refill cartridge, oil

Fire extinguisher, chemical **X**

Fittings, cable, rope or guy
wire, iron or steel consisting
of any combination of chain,
clamps, clips, links hooks,
shackles, sockets, thimbles
and/or turnbuckles

Fittings, conduit or pipe

Fittings, square duct

Forms, paper

Flood light

Materiel Descriptions Acceptable for use on GBL's

See aircraft engine

Generators and engines combined or generators, engines,
and switchboards comb. NOI; (box or crate, or mounted
on trlr.), NOTE: When in crate weighing over 4,000 lbs.,
must be mounted on skid.

Generators or motors or parts thereof, NOI; (pkg.)

Internal combustion engine, NOI, value \$2.50 lb.

Fans, electric, exhaust or ventilating. NOTE: If floor
pedestal type specify SU or KD; (box or crate)

Fans, exhaust or ventilating and metal roof
ventilators combined, SU; (box or crate)

Electric appliances or instruments, NOI; (box or crate)

Filters, air, fiberglass, NOI, framed; (box or crate)

Electrical appliances or instruments, NOI; (box or crate)

Oil filter cartridges: (barrel, box or crate)

Corrosive liquid, N.O.S. or corrosive solid, NOS. (use as appropriate)

Fittings, cable, iron or steel; (pkg. or loose if over
25 lbs.)

Fittings, conduit or pipe, NOI (describe composition,
copper or brass or iron or steel, plain or galvanized,
separate or combined; (barrel or box)

Conduit fittings, NOI, specify composition (iron, steel,
aluminum, etc.); (barrel or box)

Forms, paper, NOI, printed or not; (pkg)

Lamps, electric, flood lights; (box or crate)

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Material Descriptions Not
Acceptable for use on GBL's HM

Keyer, keying device

Kit, splice, cable

Kohler plants, lighting plants

Ladders

Ladder, step

Lamps, bulbs, electric

Lamps, tubes or bulbs,
fluorescent

Lens, beacon or courselites

Level, surveying

Lift, manual or motorized

Lightning arrester

Lightning rod

Lights, approach

Lights, flood, boundary
marker

Lighting fixtures,
fluorescent

Lighting fixture or parts
(other than fluorescent)

Loudspeakers

Louvers

Lockers, or cabinets, storage

Map boards

Meters, electr., volt or amp.

Material Descriptions Acceptable for use on GBL's

Electric appliances or instrum., NOI; (box or crate)

Cable splicing kit; (box)

See engine generators

Ladder, NOI, steel or wood, or steel and wood comb.,
specify under 24' or over

Step ladder, NOI, aluminum, steel or wood, SU or folded

Lamps, electr., incandescent including photo flash; (barrel
or box)

Lamps, fluorescent, other than neon; (box)

Lens, lamp glass cast or molded, not ground; (box or
barrel)

Level, surveying, other than farm; (box)

Elevator, portable, NOI, SU or KD

Lightning arrester or part, NOI; (box or crate)

Lightning rod, fastener or fixture, copper, iron, or steel or
copper and iron or steel comb.; (pkg)

See reflectors

Lamps, electr., flood lights; (box, barrel or crate)

Lighting fixtures, fluorescent, NOI, with or w/o lamps; (box
or crate)

Lighting fixt. or parts, electric NOI, cast iron or
other than, w/ or w/o globes or shades, (box or crate)

Loudspeakers, dynamic or electro or permanent magnet
w/o cabinet, or in other than console cabinet, or in
console (floor standing) cabinets; (box or crate)

Louvers, air; (box or crate)

Lockers or cabinets, storage, steel, SU, KD or KD flat w/
or w/o glass; (bundle, crate)

See bulletin boards

Meters, electr., NOI, or parts; (barrel or box)

<u>Materiel Descriptions Not Acceptable for use on GBL's</u>	<u>HM</u>	<u>Materiel Descriptions Acceptable for use on GBL's</u>
Meters, misc., and parts		Meters, electr., NOI, or parts thereof; (barrel or box)
Microphone, radio		Electr. appliance or instrum., NOI; (box)
Microwave refl. assembly		Aluminum article, NOI; (box or crate)
Microwave antenna mounting		Brackets, NOI, struct. steel, brackets fabricated from material 3/16" or thicker
Measuring stick, fuel tank		Gauge stick or pole, tank, wooden; (pkg)
Models, airport, runway, etc.		Models, NOI, other than model kits; (box, bbl)
Modulation reactor		Transformer, NOI; (box, crate)
Modulator		Electr. appliance or instrum., NOI; (box)
Motor, electric		Motor, electr., NOI, or parts; (box or crate)
Motor generators		See engine generators
Mower, lawn		Lawn mower; power or w/o eng.; (box or crate)
Muffler, gas engine		Exhaust muffler, internal comb. engine, iron or steel
Nuts		See bolts
Oil	X	See Hazardous Materials Table CFR, Title 49, Part 172
Oscillator		Electrical appliance or instrument, NOI; (box or crate)
Ozite		Compound, waterproofing, NOI; (pkg)
Pails, general purpose		Pails, galvan., w/o covers; (nested)
Paint, (incl.: lacquer varnish, shellac and stain)	X	See Hazardous Materials Table, CFR, Title 49, Part 172
Panel, control TLTP		Teletypewriter parts; (box)
Panels, speaker		Loudspeakers, dynamic or electro or perm. magnet, w/o cabin.; (box)
Panels, steel-enameled, for cabin. or equipm. racks		Plate or sheet, NOI, enameled
Panels, aluminum		Aluminum plate less or more than 1/2" thick; (pkg)
Panels, electric., for equipment racks		Electric. appliance or instrum., NOI; (box or crate)
Panel, monophone		Electric. appliance or instrum., NOI, (box or crate)

Material Descriptions Not
Acceptable for use on GBL's HM

Panel, power distrib.

Panel, relay

Paper, forms

Paper, teletype

Paper, toilet or towel

Paper, writing

Pedestal, antenna

Pins, insulator

Pipe, iron or steel

Plate, steel

Platform, wooden

Plug-in-strips, electrical

Poles, antenna, steel

Pole steps

Pole or transmission line
construct. material, steel

Post, fence steel

Potheads

Power supply unit

Racks, relay of equip.
cabinet style, empty

Racks, relay or equip.
open style, empty

Racks, relay, or equip.
containing electronic
equipment

Racks, battery

Material Descriptions Acceptable for use on GBL's

See box

Electric. appliance or instrum., NOI; (box or crate)

Paper, forms, ruled or not, NOI, printed or not; (box)

Paper, printing, other than newsprint or carbonized print;
(pkg)

Paper, toilet or towel; (box)

Paper, writing, other than folded, not printed; (box)

Base, structural steel

Pins, insulators, steel or wood; (pkg)

See conduit

Plate, structural steel, NOI; or galvanized or painted (1
coat)

Platform, wood, NOI, flat or KD flat

Electrical wiring receptacle, NOI; (bbl. or box)

Poles, steel, electric wiring, (antenna); (loose or pkg)

Pole, steps, steel or wood; (bdl., pkg)

Bracket, pole or wall; ring; rack; cross arm or brace;
transformer hanger or hook, platform or seat, KD; pole
step; rack, pole, wire distrib., steel; or pole or transm. line
constr. mat. steel, NOI; (pkg, bdl. or loose in some cases)

Post, fence, steel, with or w/o fittings; (loose or pkg)

Insulator, glass or pottery and iron comb.; or brass,
copper or bronze comb.; (bbl, box or crate)

Rectifier, NOI; (box, crate or power supply unit)

See cabinets

Forms, NOI, struct. steel fabric. from material 3/16"
or thicker; (loose or in boxes)

Electr. appliance or instrum., NOI; or enter desc. of
of electronic equip. (radio, transmitter, receiver,
amplifier, etc. if shown in this guide) (box or crate)

Racks, battery; (box or crate)

Materiel Descriptions Not
Acceptable for use on GBL's HM

Materiel Descriptions Acceptable for use on GBL's

Rack trim, steel	Moldings, steel, enameled, or chrome-plated; (box or crate)
Radar set	Electrical appl. or instrum., NOI; (box or crate)
Radiator	Radiator, engine cooling; (box or crate)
Radio or radar parts, misc.	Electrical appl. or instrum., NOI; (box or crate)
Rags, wiping	Cloths or rags, wiping; in pkgs. not machine pressed, in machine pressed bales (box or bale)
Receivers	Radio receiver sets, NOI; (box or crate)
Recorder, frequency	Electric. appliance or instrum., NOI; (box or crate)
Recorders, tape or wire	Recorders, tape or wire; (box)
Rectifier	Rectifier, NOI; (box or crate)
Reel, cable	Reel, shipp., electr. cable, used steel or wood or wooden w/steel drum, SU; (loose)
Reflector, courselight	Reflector, lighting fixt., iron, approach or beacon; steel, tin or aluminum, nested or not; (bbl., box, crate)
Reflector, glass	Reflector, glass, NOI; (box or crate)
Refrigerator	Refriger., NOI, SU; (box or crate)
Regulator, voltage	Regulator, volt., (box or crate)
Relay, bacon	Electr. appliance or instrum., NOI; (box or crate)
Rod, antenna	Rod, antenna, radio, tubular, or solid steel, w/o atchmnt; (box)
Rod, anchor, iron, plain	Rod, guy anchor, bldg., mast or pole, iron or steel
Roofing, steel	Roofing, steel, corrug. or not, plain, galvan. or painted or coated w/lead or tin; (loose or pkg)
Roof truss	Truss, roof, iron or steel or wooden; SU or KD
Rope, manila	Rope, NOI; (box or bundle)
Rope, wire	Rope, wire, steel, stranded; boxes (reel or loose roll)
Scythe	Tool, hand, other than power
Soap, powder	Soap, powder; (box)
Soap, cleaning, scouring	Soap, cleaning or scouring; (box)

Material Descriptions Not
Acceptable for use on GBL'sHM

Stand, typewriter

Stand, transmitter, tele-
type or other equipment

Stick, measuring

Shackle, anchor, iron or
steel, galv. (also see
fitting, cable)

Shelf, battery, steel

Sign, warning

Speaker, loud

Sprayer, insect

Switch (all types)

Switch box or outlet box,
or junction box, or cabinet
w/o switch

Switchboard

Table

Tackle and block

Tank, fuel storage, standard X
FAA 515 gal. tank, etc.

Tape, recorder

Tarpaulin

Telephone, or telephone
set, or switchboard part

Teletypewriter or part

Terminal block or strip,
electricalMaterial Descriptions Acceptable for use on GBL's

Stand, typewriter, KD or SU; (box or crate)

Stand, NOI, other than furnit., SU or KD; (pkg)

Stick, gauge, tank, wooden; (pkg)

Shackle, iron or steel; (pkg or loose over 25 lbs)

Shelving, steel or steel and wood combined, SU or KD;
(pkg)

Sign, steel or iron - not frmd; (pkg)

See loud speaker

Sprayer, NOI, with or w/o engine, (small hand sprayer or
small detached part to be in box or crate)Circuit breaker or switch or part thereof, NOI, bbl., (box or
crate if weighing under 2,000 lbs; loose or in package if
over 2,000 lbs.)

See boxes

Switchboard, NOI; (box or crate)

Table, NOI, steel or wood, or steel and wood comb., SU or
KD; (box or crate)

Tackle block, NOI; (pkg. or loose if over 25 lbs.)

If new - not HM. If used, must be classed for hazard. mat.
previously contained in tank

Tape, magnetic or sound recording; (box)

Tarpaulin, NOI; (pkg)

Telephone or telephone set, or part, NOI; (box)

Teletypewriter or part, NOI; (box or crate)

Electrical wiring plug, NOI; (bbl., box)

<u>Materiel Descriptions Not Acceptable for use on GBL's</u>	<u>HM</u>	<u>Materiel Descriptions Acceptable for use on GBL's</u>
Terneplate		Terneplate, plain or lacquered or painted (1 coat); (pkg or on platform)
Test set		Electrical instrum. or appliance, NOI; (box or crate)
Thermostat		Thermostat; (box)
Thimble, steel, galv. (also see fitting, cable)		Thimble, steel; (pkg or loose if over 25 lbs)
Thinner, paint	X	See paint, enamel, lacquer, stain shellac, varnish, etc., in Hazardous Materials Table, CFR, Title 49, Part 172
Tools, electric or pneu- matic		Tools, electric or pneumatic, NOI or parts thereof; (bbl, box, crate)
Tool, misc., hand		Tool, hand, other than power, NOI; (pkg)
Tool, kit, in box or chest		See box, tool
Torch, acetylene		Torch, cutting or welding; (box)
Torch, blow		Torch, blow; (bbl., box)
Tower, antenna or other		Tower, NOI, steel or wood separate or combiner; KD
Transceiver		Radio transmitter and receiving set combined; (box, crate)
Transformer, oil filled or other and parts (includes enclosures or cases)		Transformer, NOI, or transformer parts; (box, crate or on skids, or loose if over 2,500 lbs.)
Transit, surveying		Optical instrument, NOI; (bbl or box)
Transmission line coupling unit		Electric. appl. or instrum., NOI; (box or crate)
Transmitter and receiving set combined		Radio transmitter and receiving set combined (box or crate)
Transmitter		Radio transmitting set; (box or crate)
Tray, battery		Tray, battery, shipping, wooden
Tray, cabinet		Tray, cabinet, wood or steel, NOI; (box or crate)
Trim for relay rack		See rack trim
Tube checker, and/or parts		Electric. appl. or instrum., NOI; (box or crate)
Tube, cathode ray		Tube, cathode ray, NOI, value not exceeding \$3.00 per pound

Materiel Descriptions Not
Acceptable for use on GBL's HMTube, vacuum, electronic
or radio, except transmitter

Tubing, copper

Turnbuckle, steel

Typewriter

Variometer

Ventilator, roof

Ventilator, roof. w/fan

VHF-range control assembly

Vise

Voltage regulator

Voltmeter

Waveguide

Wax, floor

Weed killer

Wheelbarrow

Wire, iron or steel

Wire, rubber covered

Wire, antenna

Wire, bare copper and
stranded

Wire, guy

Workbench

Wraplock

Materiel Descriptions Acceptable for use on GBL'sTube, vacuum, radio transmitting; (box, crate or metal
drum)Pipe or tubing, copper, NOI; (pkg or loose if ea. piece or
roll is over 50 lbs.)

Turnbuckle, steel; (pkg. or loose if over 25 lbs.)

Typewriter, NOI; (box)

Electric. appl. or Instrum., NOI; (box)

Ventilator, chimn. or roof, NOI, iron or steel; SU or KD
(loose if in pkgs)

See fan

Electric. appl. or Instrum., NOI

Vise, iron or steel

Regulator, voltage; (box)

Meter, electric; (box)

Waveguide, metal, electric; (box, crate)

Buffing or polishing compound, NOI; (pkg)

Weed killing compound, NOI; (pkg)

Wheelbarrow, NOI; SU or KD

Wire, iron or steel, galv., painted, plain, tinned, plated,
stranded, or in rope form; (pkg)Wire, electric, copper, brass, or bronze covered, or insul.;
(pkg)

Wire, iron or steel or stranded copper or bronze; (pkg)

Wire, copper, plain or stranded; (pkg)

Wire, rope, iron or steel or copper; (pkg)

Bench, work, NOI, steel or wood steel and wood comb.;
SU, KD, flat; (pkg)

Strip, steel, NOI



**APPENDIX 3. GOVERNMENT BILL OF LADING - DESCRIBED
AND EXPLAINED (EXHIBIT)**

This is an Accountable Form

U.S. GOVERNMENT BILL OF LADING		ORIGINAL	B/L NO. D-0,000,000
1. TRANSPORTATION COMPANY TENDERED TO	2. SCAC	3. DATE B/L PREPARED	4. ROUTE ORDER/RELEASE NUMBER
5. DESTINATION (Name, address and ZIP code)	6. SPLC (Dest.)	8. ORIGIN (Name, address and ZIP code)	
	7. SPLC (Orig.)		
9. CONSIGNEE (Name, address and ZIP code of installation)	10. GBLOC (Cont.)	11. SHIPPER (Name, address and ZIP code)	
12. APPROPRIATION CHARGEABLE	13. BILL CHARGES TO (Dept./agency, bureau/office mailing address and ZIP code)		
14. VIA (Route shipment when advantageous to the Government)	<div style="border: 1px solid black; padding: 5px; float: right;">AGENCY LOC CODE</div>		
15. MARKS AND ANNOTATIONS (If extra services are ordered, see Administrative Directions No. 2 on reverse)			

[illegible]

TERMS AND CONDITIONS

It is mutually agreed and understood between the United States and carriers, including forwarders, who are parties to this bill of lading that:

This bill of lading is governed by the regulations relating thereto as published in Title 41, Part 101-41 of the Code of Federal Regulations.

Except as provided in 41 CFR 101 or as otherwise stated hereon, this bill of lading is also subject to the same rules and conditions as govern commercial shipments made on the usual forms provided therefor by the carrier.

Prepayment of charges shall in no way be demanded nor shall carrier make any collection of charges at time of delivery.

INTEREST SHALL ACCRUE FROM THE VOUCHER PAYMENT DATE ON OVERCHARGES MADE HEREUNDER AND SHALL BE PAID AT THE SAME RATE IN EFFECT ON THAT DATE AS PUBLISHED BY THE SECRETARY OF THE TREASURY PURSUANT TO THE DEBT COLLECTION ACT OF 1982.

GENERAL INSTRUCTIONS AND ADMINISTRATIVE DIRECTIONS

1. SF 1109-A Continuation Sheet should be used and attached hereto when space under "Description of Articles" on the face of this bill of lading is inadequate.

2. Where accessorial or special services, such as exclusive use of a car or truck, expedited service, protective service, reconsignment, etc., are ordered incident to the line-haul transportation, the bill of lading shall be endorsed to show the name of the carrier upon which the request was made and the kind and scope of the special services ordered. The endorsement may be placed on the face hereof in the "Marks and Annotations," block 15, or in the space provided on this page for "Special Services Ordered," and shall be signed by or for the person who ordered the services. If such an endorsement is impractical, the same information may be set forth in a statement bearing the number of the covering bill of lading, which shall be signed by or for the person who ordered the services and, if possible, attached to the bill of lading. If the bill of lading is not available, the original and one copy of the statement shall be surrendered to the carrier from which the services were ordered, the original to be transmitted to the last line-haul carrier for presentation in connection with the bill for line-haul transportation charges. Where accessorial or special services are shown as ordered but were not furnished, the bill of lading shall be so annotated.

3. Shortage or damage reports shall be made on agency-designated forms, not on the bill of lading. Consignees shall observe the instructions on the reverse of the Consignee's Copy of the bill of lading.

4. Instructions for billing charges on Standard Form 1113, Public Voucher for Transportation Charges, are found in GSA's Federal Property Management Regulations 101-41 (41 CFR) which may be purchased from Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. SF 1113 may be purchased from the Superintendent of Documents or reproduced in accordance with 41 CFR 101-41.313-2.

5. American-flag carriers must be used for U.S. Government-financed carriage of personal property (household goods, personal effects, or privately owned vehicles) as prescribed by 46 USC 1241 and for U.S. Government-financed movement of freight as prescribed by 49 USC 1517. Statement by authorizing official justifying use of foreign-flag carrier must accompany appropriate voucher. See General Accounting Office standards in 4 CFR 52.2.

6. Contractor will return unused or canceled bills of lading to the Government office from which received.

IMPORTANT—Regulations require Original, Shipping Order, and Freight Waybill Original and Carrier's Copy to be surrendered to carrier after signature. Memorandum Copy SF 1103-B must be sent to consignee. Issuing office is to retain one memorandum copy and send one to the fiscal office.

SPECIAL SERVICES ORDERED

Instructions for Completion and Distribution - Standard Form 1103 Rev. 4-85

Standard Form 1103 contains numbered blocks 1-34. Listed below are the block numbers and information applicable to each with respect to a household goods move.

Block #1 - Transportation Company Tendered To: The full name of the carrier selected for the movement of the household goods is to be entered here. Do not include the name of the carrier's agent with which the shipment was booked.

Block #2 - Standard Carrier Alpha Code (SCAC): Each carrier has assigned to it a four digit alpha code, called a SCAC. This code is used by agency transportation offices and finance offices to identify a given carrier's account. It is an important item to be entered on the GBL.

Block #3 - Date B/L Prepared: Enter the date the GBL is actually typed.

Block #4 - Route Order Release Number: The order release number listed on the GSA Household Goods Cost Comparison.

Block #5 - Destination: Enter the relocating employee's destination address (where his household goods are to be delivered). If there is no street address, identify only the city and state of the new duty station.

Block #8 - Origin: Enter the relocating employee's origin address (where his household goods are to be picked up).

Block #9 - Consignee: Enter the agency name and office address at the employee's new duty station.

Block #11 - Shipper: The name and address of the agency authorizing the shipment.

Block #12 - Appropriation Chargeable: Enter the complete appropriation number against which the cost of the move will be charged.

Block #13 - Bill Charges To: Full name and mailing address of office responsible for payment of charges.

Block #15 - Marks and Annotations: This block is to be used for special instructions, contact person, phone numbers, instructions for extra pickup and/or delivery, etc.

Block #16 - Packages: Enter "1 Lot."

Block #18 - Description of Articles: Enter "USED HOUSEHOLD GOODS AND PERSONAL EFFECTS". Also enter in this block the pickup date(s); required delivery date(s), if applicable; the released value of the shipment; and storage-in-transit authorization. Examples of these are as follows:

- Pickup date: "Pickup date no later than (fill in date) or as agreed."
- Required delivery dates: "Required delivery date(s): (fill in the applicable date)."
- Released value:

If shipment is released to full value: "This shipment is deemed released to a Lump Sum full replacement value (add, if applicable), with a deductible of (complete with \$100, \$250, or \$500). The released value is (fill in amount, if applicable), or equal to \$3.50 times the net weight of the shipment in pounds, greatest. Charges therefor will be paid by the Government."

- Storage-in-transit: "Temporary storage-in-transit authorized at (fill in 'origin' or 'destination,' as appropriate)." Do not specify a period of time.

TECHNICALLY SPEAKING--Authorizing temporary storage-in-transit for a specific period of time establishes the specific date at which the carrier's liability for the shipment terminates. The rate tenders provide for a storage-in-transit period of 180 days. This means that the carrier is willing to remain liable for any loss/damage that occurs during that period. Thus, a GBL authorizing storage-in-transit for 90 days releases the carrier from liability for any loss/damage occurring beyond the 90th day. The net effect of limiting storage-in-transit to less than 180 days is to subject the employee to an unnecessary financial loss. This is a matter of contractual

liability as opposed to the employee's entitlement to full reimbursement of storage costs.

Block #19 - Weight: Enter the estimated weight of the household goods.

Block #20 - Tariff/Special Rate Authority: Enter the rate tender number for the carrier selected from the GSA Household Goods Cost Comparison.

Block #23 - If a pickup is to occur in addition to that at origin residence, show the pickup address here and mark for "EXTRA PICKUP." If a delivery is to occur in addition to that at destination (residence or warehouse), show the delivery address here and mark for "EXTRA DELIVERY."

Block #33a - Issuing Office: Enter the name and address of the office issuing the GBL.

Block #33c - Issuing Officer: Enter the name and title of the agency official authorized to issue the GBL.

Block #33d - Contract/Purchase Order No. Or Other Authorities: Enter the number of the travel authorization.

Block #33e - Dated: Enter the date the authorization was signed.

Distribution:

TO THE CARRIER:

- Original, SF 1103
- Shipping Order, SF 1104
- Original Freight Waybill, SF 1105
- Carrier's Copy Freight Waybill, SF 1106

TO THE EMPLOYEE:

- Consignee's Memorandum Copy, SF 1103-B

INTERNAL DISTRIBUTION (in accordance with agency guidelines)

- Memorandum Copy, SF 1103-A

APPENDIX 4. COPY OF SAMPLE GSA COST COMPARISON PRINTOUT

GSA HOUSEHOLD GOODS AUTOMATED ROUTING - ESTIMATE
 EMPLOYEE NAME-JOHN M. DOE

PAGE 1
 DATE 11/19/91

=====

WEIGHT	MILES	MOVE DATE	ORIGIN: JACKSON, MO
10,000	1,578	11/19/91	DESTINATION: ORANGE, CA

=====

** ESTIMATED **	30 DAYS	60 DAYS	90 DAYS	180 DAYS
STORAGE CHARGES:	2,518.00	2,998.00	3,478.00	4,918.00

=====

The following is a partial listing in accordance with FTR Para 302-8.3C of those carriers approved as of the date of this cost comparison by GSA to transport federal employees' household goods. In addition to this listing, agencies may obtain a complete listing of other eligible carriers from GSA by faxing a request to GSA FTS 757-2570/Comm'l (913)236-2570. Federal agencies shall select the eligible carrier that meets the agencies service requirements and offers the lowest cost consistent therewith.

The cost comparison identifies two different types of carriers; Indexed and Unindexed. Indexed carriers are those whose quality of service has been rated relative to the performance of all carriers. Unindexed carriers have no performance data available or are newly approved carriers.

This cost comparison identifies charges based on predetermined estimated costs of the move which include transportation, packing, metro area allowances, and miscellaneous origin and destination charges offered at two different levels of service. Storage-in-transit charges are not included in the charge column amounts but are listed separately above. Some carriers offer a discount on SIT charges which are listed beside the moving costs below. The discount has not been applied to the storage charges shown above.

Carriers are sequenced based on the combination of quality of performance and offered discounts for transportation and SIT. Sequencing assumes that when performance and all costs are combined, the first carrier can provide the best service at the lowest cost.

The two different levels of service as mentioned above and the costs associated with the move are based on the released valuation selected on the shipment as follows:

DEPRECIATED VALUE SERVICE: Base valuation of GBL shipment made on the carriers listed below will be \$1.25 times the net weight of the shipment (in pounds) as set out in the tender of service and subject to a shipment charge payable by the government. In the event a greater value is declared, the carrier will bill the government for that portion in excess of base valuation and employee will reimburse the government.

FULL VALUE PROTECTION SERVICE: Base valuation of GBL shipment made on the carriers listed below will be \$3.50 times the net weight of the shipment (in pounds) and subject to a shipment charge payable by the government. In the event a greater value is declared the carrier will bill the government for that portion in excess of base valuation and employee will reimburse the government.

===== THIS COST COMPARISON EXPIRES APRIL 30, 1992 =====

A L E R T : Outdoor household articles destined to this state from federally designated high-risk Gypsy Moth areas require either a U.S.D.A. certificate or a self-inspection form. Employees should be warned that failure to have the required certificates may result in impoundment of the shipment, inspection fees, and/or civil fines by the destination state.

1/14/93

GSA HOUSEHOLD GOODS AUTOMATED PURCHASING SYSTEM
EMPLOYEE NAME-JOHN M DOE
PAGE 2
DATE 11/19/91

CARRIER	TELEPHONE	TENDER	SIT DISC	DEPR SERVICE	FULL SERVICE
COMMUTED RATE:				7,990.00	
----- NEW CARRIERS -----					
CARLYLE VAN LINES INC	800-424-3141	491	25%	4,203.04	4,415.04
AMERICAN VAN SERVICES IN	904-664-0397	91-1	20%	5,083.90	5,295.90
NORTHWEST MOVING	206-757-3000	9101 CODE D	20%	5,083.90	5,295.90
----- INDEXED CARRIERS -----					
SEATON VAN LINES	913-782-2270	S-9	15%	4,907.73	5,119.73
SUDDATH VAN LINES	904-781-7600	91-1000	20%	5,436.24	5,648.24
SECURITY VAN LINES INC	504-468-7711	7098	15%	5,436.24	5,648.24
PAN AMERICAN VAN LINES I	800-537-2630	3003	26%	5,876.67	6,088.67
IDEAL WAY MOVERS INC.	908-364-7575	91-1304	15%	5,348.16	5,560.16
ANDREWS VAN LINES INC	800-228-8146	GSA91-1	00%	4,731.55	4,943.55
SOUTH HILLS MOVERS INC	800-245-6634	0017	15%	5,700.50	5,912.50
STEVENS VAN LINES	800-678-3836	2348	25%	5,171.98	5,383.98
GREENMOUNT MOVING & STOR	301-242-9400	91-01	25%	5,348.16	5,560.16
FLANES MOVING & STORAGE	800-543-4977	4081	20%	5,171.98	5,383.98
GRAEBEL VAN LINES INC	800-779-3399	GR-1099	26%	4,995.81	5,207.81
MCCAULEY BROS INC	301-279-0966	12	10%	6,317.10	6,529.10
B & B FORWARDING	205-983-3563	91-6	25%	4,467.30	4,679.30
MERGENTHALER TSF & STG C	406-442-9470	1-91	20%	5,171.98	5,383.98
UNITED VAN LINES INC	LOCAL AGENT	7-91	20%	5,171.98	5,383.98
HILLDRUP TRANSFER & STOR	703-221-7155	1-91	20%	5,171.98	5,383.98
MOYER AND SONS INC	301-869-3896	015	10%	5,788.59	6,000.59
MERCURY VAN LINES INC	301-840-2105	34 SUP 1	20%	5,083.90	5,295.90
LARSEN TRANSFER CO	800-548-8547	5	00%	5,788.59	6,000.59
ARMSTRONG TRANSFER & STO	901-367-3001	25-91	20%	5,171.98	5,383.98
ALLIED VAN LINES INC	ALLIED AGENT	9491	28%	4,907.73	5,119.73
COLLINS MOVING SYSTEMS I	317-457-6648	202-3	00%	5,171.98	5,383.98
NATIONAL VAN LINES INC	800-331-0593	6211	20%	4,819.64	5,031.64
JOHNSON MOVING & STORAGE	800-289-6683	BB9	20%	5,171.98	5,383.98
FIAMINGO MOVING & STORAG	717-662-3171	15	20%	5,524.33	5,736.33
BEKINS VAN LINES CO	LOCAL AGENT	8714	25%	5,083.90	5,295.90
INTERSTATE INTERNATIONAL	703-569-2121	616001	27%	5,260.07	5,472.07
AERO MAYFLOWER TRANSIT	LOCAL AGENT	8500	25%	5,083.90	5,295.90
NATIONAL CARLOADING CORP	404-514-6660	NCL-130	07%	4,114.95	4,326.95
AMERICAN RED BALL TRANSI	800-733-8077	ICC 5711	25%	5,083.90	5,295.90
NORTH AMERICAN VAN LINES	LOCAL AGENT	ICC 9030	25%	5,083.90	5,295.90
GLOBAL VAN LINES	714-921-1200	13475	20%	4,643.47	4,855.47
ACME MOVING & STORAGE	404-798-0628	9	20%	5,083.90	5,295.90
ATLAS VAN LINES	800-457-3370	8844	25%	5,436.24	5,648.24
A ARNOLD & SON TSF & STG	502-737-7088	GS203	10%	6,052.84	6,264.84
WHEATON VAN LINES	317-849-7900	5870	25%	5,348.16	5,560.16
LEONARDS MOVING & STORAG	800-456-5935	491	20%	5,348.16	5,560.16
OK TRANSFER & STORAGE IN	800-835-0112	US91-1	15%	4,643.47	4,855.47
LAWERENCE TRANSPORTATION	703-265-3506	GS112	20%	5,171.98	5,383.98
WEST COAST MOVING SYSTEM	206-674-2622	91-1	10%	5,788.59	6,000.59
APACA VAN LINES	303-388-4893	1-91	00%	4,907.73	5,119.73
PACIFIC VAN & STORAGE	213-320-4270	91GSA	25%	6,669.45	6,881.45
LYNN MOVING & STORAGE	502-955-7944	LYNM 91-92	01%	4,467.30	4,679.30
COVAN WORLD-WIDE MOVING	205-793-5800	91-959	28%	4,995.81	5,207.81
MADDOX TRANSFER & STORAG	503-234-7851	008	10%	4,203.04	4,415.04
DRAKE TRANSPORTATION SYS	206-627-9175	GSA 005	20%	6,229.02	6,441.02

APPENDIX 5. GSA TRANSPORTATION SERVICES DIVISION OFFICES**GEOGRAPHIC AREAS AS COVERED BY GSA'S ZONE OFFICES**
(Transportation Services Divisions)**EASTERN ZONE**

(AL, CT, DE, FL, GA, KY, MA, ME, MS, NC, NH, NJ, NY, PA, RI, SC, TN, VT, WV, Puerto Rico, Virgin Islands and Parts of MD and VA except those areas under the jurisdiction of the National Capital Office):

GSA/FSSB/4FBT
75 Spring Street, SW
Atlanta, GA 30303
COM (404) 331-5121
FAX (404) 331-0019

CENTRAL ZONE

(IA, IL, IN, KS, MI, MN, MO, NE, OH, WI):

GSA/FSSB/6FBT
4400 College Boulevard, Suite 175
Overland Park, KS 66211
COM (913) 236-2510
FAX (913) 236-2570

SOUTHWESTERN ZONE

(AR, CO, LA, MT, ND, NM, OK, SD, TX, UT, WY):

GSA/FSSB/7FBT
819 Taylor Street
Fort Worth, TX 76102
COM (817) 334-2735/34
FAX (817) 334-4276

WESTERN ZONE

(AK, AZ, CA, HI, ID, NV, OR, WA, American Samoa, Northern Mariana Island, and Pacific Trust Territories):

GSA/FSSB/9FBT
525 Market Street
San Francisco, CA 94105
COM (415) 744-6012
FAX (415) 744-6008

**NATIONAL CAPITAL TRAVEL AND
TRANSPORTATION OFFICE**

(Washington, DC; MD counties of Prince George's and Montgomery; VA counties of Arlington, Fairfax, Loudoun, and Prince William, and cities of Alexandria, Fairfax, Manassas and Manassas Park):

GSA/FSSB/3FBT-W
7th and D Streets, SW
Washington, DC 20407
COM (202) 708-5003
FAX (202) 708-9862

APPENDIX 6. MOVING HOUSEHOLD GOODS BY GBL

1. GENERAL. This appendix prescribes procedures and information to be conveyed to employees whose HHG are to be moved by GBL. As a matter of Departmental policy, the FAA will use FVPS as the level of carrier insurance liability at no cost to the employee.

a. Under FVPS, the carrier's liability for any given item is limited to the replacement cost of the item based on the current market price to replace the item, not to exceed the total shipment value. The valuation of goods (total shipment value) under FVPS is \$3.50 times the net weight of the shipment. Use of FVPS must be ordered in writing and be declared on the GBL.

b. When excess valuation, above the base valuation, is requested by the employee, the cost for the excess will be paid by the employee.

2. FULL VALUE PROTECTION SERVICE (FVPS).

a. To establish the total shipment value, multiply \$3.50 times the net weight of the shipment. Shipments released under the FVPS are subject to a Full Value Protection Service Shipment Charge (FVP) based on the weight of the shipment. If Storage-In-Transit (SIT) is required, an additional Full Value Protection Service Storage Liability Charge (FVC) will apply based on the weight of the shipment. Both of these base valuation charges will be paid by the Government and are listed below:

Shipment weight	FVP	FVC
500 - 1,999 lbs.	\$ 47.00	\$ 9.00
2,000 - 3,999 lbs.	91.00	18.00
4,000 - 7,999 lbs.	175.00	37.80
8,000 - 11,999 lbs.	275.00	63.00
12,000 - 15,999 lbs.	365.00	88.20
16,000 - 19,999 lbs.	422.00	113.40
20,000 - 23,999 lbs.	443.00	145.00
24,000 lbs. and over	443.00	145.00

Example: A shipment weighing 10,000 lbs. would incur an FVP of \$275.00. If the shipment requires Storage-In-Transit, the FVC of \$63.00 should apply regardless of time in storage.

NOTE: The voucher must state these charges as FVP and FVC.

b. In the event that a greater value (than the base value of \$3.50 times the weight of the shipment) is requested by the employee and declared on the GBL, an FVC (\$.85 per \$100) will apply on that portion of the valuation declared in excess of the base amount and will be in addition to the shipment charge. Excess valuation SIT rates will also apply in addition to the storage valuation charge at \$0.18 per \$100 of value.

Example: A shipment weighing 10,000 lbs. ($\$3.50 \times 10,000 = \$35,000$ value) with a declared full value of \$50,000 would incur the following charges:

(1) Line-haul portion:

FVP covering the base value of \$3.50 times the net weight of the shipment or \$35,000	\$275.00
--	----------

Excess valuation charge (\$50,000 minus \$35,000 = \$15,000 divided by 100, times \$0.85)	127.50
---	--------

(2) Storage-In-Transit:

FVC covering the base value	63.00
-----------------------------	-------

Excess valuation charge covering the \$15,000 excess of the base value (\$15,000 divided by 100, times \$0.18)	27.00
--	-------

Remember, the employee is responsible for the cost of excess valuation charges. In above example, the following would apply:

Government pays:

\$275.00
63.00

Employee pays:

\$127.50
27.00

NOTE: Under the Full Value Protection Service (FVPS) the \$21,000 minimum and deductibles no longer apply. Contact your local GSA Transportation Services Division Office for assistance and rate and route information on off-shore and international shipments, and on shipments to and from Alaska.

3. **GBL PREPARATION.** Specific instructions to the carrier must be annotated correctly on the GBL. The following examples are provided for that purpose:

a. When the FAA selects FVPS, the GBL shall be annotated as follows:

"THIS SHIPMENT IS RELEASED BY THE GOVERNMENT AT FULL VALUE PROTECTION SERVICE EQUAL TO \$3.50 TIMES THE TOTAL WEIGHT OF THE SHIPMENT IN POUNDS."

b. When the FAA selects FVPS but the employee requests valuation in excess of \$3.50 times the weight of the shipment, the GBL shall be annotated as follows:

"THIS SHIPMENT IS RELEASED BY THE GOVERNMENT AT FULL VALUE PROTECTION SERVICE EQUAL TO \$3.50 TIMES THE WEIGHT OF THE SHIPMENT OR \$ _____, WHICHEVER IS GREATER. ANY ADDITIONAL VALUATION IN EXCESS OF \$3.50 TIMES THE WEIGHT OF THE SHIPMENT IN POUNDS WILL BE PAID BY THE GOVERNMENT THEN REIMBURSED TO THE APPROPRIATE FISCAL OFFICE BY THE EMPLOYEE."

4. **EXTRAORDINARY (UNUSUAL) VALUE ARTICLES.**

a. On October 1, 1990, the Interstate Commerce Commission (ICC) authorized limitations of carrier liability based on items of "Extraordinary (Unusual) Value." This authorization was provided for in ICC Released Rates Decision No. MC-989, but is subject to complaint or suspension.

b. This decision will require that all shippers (employees shipping HHG by GBL) who tender shipments which are released to a value greater than 60 cents per pound per article, that include an article or articles that exceed \$100 per pound per article in value, must specifically notify the carrier in writing that an identified article or articles with a value greater than \$100 per pound are included in the shipment by execution of an EXTRA-ORDINARY (UNUSUAL) VALUE ARTICLE DECLARATION (appendix 9).

c. If the shipper (employee shipping HHG by GBL) fails to prepare, and convey to the carrier, an "Extraordinary (Unusual) Value Article Declaration," the carrier's liability will be limited to \$100 per pound for each pound of any lost or damaged article (based on actual article weight), not to exceed the declared value of the entire shipment.

d. Extraordinary (Unusual) Articles are defined as those articles having a greater value than \$100.00 per pound, such as: currency, coins, jewelry, precious metals, precious or semiprecious stones or gems, gold, silver or platinum articles including silverware and service sets, china sets, crystal or figurines, fur or fur garments, antiques, oriental rugs or tapestries, rare collectible items or objects of art, computer software programs, manuscripts or other rare documents. Other items of potential extraordinary value are wigs, suits, eye glasses, racing bicycles, hats, shoes, radios, dresses, cameras, compact disk players, tape decks, computers, watches, musical instruments, etc.

e. Documents that must be completed (these forms may vary from carrier to carrier):

(1) **High Value Inventory Form.** This form will assist the shipper (employee) in identifying and listing items of extraordinary (unusual) value (appendix 8).

(2) **Extraordinary (Unusual) Value Article Declaration.** This declaration will be contained in the carrier's Bill of Lading. The purpose of this declaration is to acknowledge that the shipper (employee) has prepared and retained a copy of the "Inventory of Items Valued in Excess of \$100.00 Per Pound Per Article" that are included in the shipment and that a copy has been given to the moving company's representative. The shipper (employee) must sign and date this document (appendix 9).



APPENDIX 7. SHIPPER'S DECLARATION FOR DANGEROUS GOODS

SHIPPER'S DECLARATION FOR DANGEROUS GOODS

Shipper		Air Waybill No.			
		Page of Pages			
		Shipper's Reference Number (optional)			
Consignee					
Two completed and signed copies of this Declaration must be handed to the operator		WARNING			
TRANSPORT DETAILS This shipment is within the limitations prescribed for: (delete non-applicable) <table border="1"> <tr> <td>PASSENGER AND CARGO AIRCRAFT</td> <td>CARGO AIRCRAFT ONLY</td> </tr> </table>		PASSENGER AND CARGO AIRCRAFT	CARGO AIRCRAFT ONLY	Failure to comply in all respects with the applicable Dangerous Goods Regulations may be in breach of the applicable law, subject to legal penalties. This Declaration must not, in any circumstances, be completed and/or signed by a consolidator, a forwarder or an IATA cargo agent.	
PASSENGER AND CARGO AIRCRAFT	CARGO AIRCRAFT ONLY				
Airport of Departure		Shipment type: (delete non-applicable)			
Airport of Destination:		<input type="checkbox"/> NON-RADIOACTIVE <input type="checkbox"/> RADIOACTIVE			

NATURE AND QUANTITY OF DANGEROUS GOODS

Dangerous Goods Identification				Quantity and type of packing	Packing Inst.	Authorization
Proper Shipping Name	Class or Division	UN or ID No.	Subsidiary Risk			

Additional Handling Information

I hereby declare that the contents of this consignment are fully and accurately described above by proper shipping name and are classified, packed, marked and labelled, and are in all respects in the proper condition for transport by air according to the applicable International and National Government Regulations.

Name/Title of Signatory

Place and Date

Signature

(see warning above)




APPENDIX 8. HIGH VALUE INVENTORY FORM

HOUSEHOLD GOODS CARRIERS' BUREAU																															
ICC HGS 415-D	DOMESTIC HOUSEHOLD GOODS GOVERNMENT RATE TENDER NO. 1-V																														
Original Page 45																															
SECTION 1 - RULES AND REGULATIONS GOVERNING THE TENDER																															
(41515A)																															
<p>ITEM 62</p> <p style="text-align: center;">INVENTORY OF ITEMS VALUED IN EXCESS OF \$100.00 PER POUND PER ARTICLE</p> <p>When transportation is performed under the provisions of Item 1 (f), 3(e), Exception 1 of Item 53 or Part 8 of Item 191-1 of this tender, a High Value Inventory Form shall apply in conjunction with the Bill of Lading, which form shall contain the following minimum information:</p> <p style="text-align: center;">HIGH VALUE INVENTORY FORM (CARRIER NAME) (Carrier address and telephone No.)</p> <p>ALL ITEMS INCLUDED IN YOUR SHIPMENT THAT ARE CONSIDERED TO BE OF EXTRAORDINARY (UNUSUAL) VALUE MUST BE SPECIFICALLY IDENTIFIED AND THE CARRIER MUST BE ADVISED THAT THEY ARE INCLUDED IN THE SHIPMENT. ITEMS OF EXTRAORDINARY VALUE ARE DEFINED AS THOSE HAVING A VALUE GREATER THAN \$100 PER POUND. TYPICAL HOUSEHOLD GOODS ITEMS THAT FREQUENTLY HAVE A VALUE IN EXCESS OF \$100 PER POUND PER ARTICLE ARE: CURRENCY, COINS, JEWELRY, PRECIOUS METALS, PRECIOUS OR SEMIPRECIOUS STONES OR GEMS, GOLD, SILVER OR PLATINUM ARTICLES INCLUDING SILVERWARE AND SERVICE SETS, CHINA SETS, CRYSTAL OR FIGURINES, FUR OR FUR GARMENTS, ANTIQUES, ORIENTAL RUGS OR TAPESTRIES, RARE COLLECTIBLE ITEMS OR OBJECTS OF ART, COMPUTER SOFTWARE PROGRAMS, MANUSCRIPTS OR OTHER RARE DOCUMENTS. OF COURSE, OTHER ITEMS MAY ALSO FALL INTO THIS CATEGORY AND MUST BE IDENTIFIED AS WELL.</p> <p style="text-align: center;">THE PURPOSE OF THIS INVENTORY IS TO ASSIST YOU IN IDENTIFYING ARTICLES OF EXTRAORDINARY OR UNUSUAL VALUE IN ORDER THAT THE CARRIER WILL BE AWARE OF THOSE ITEMS WHICH REQUIRE SPECIAL HANDLING AND PROTECTION FAILURE TO IDENTIFY SUCH ARTICLES WILL RESULT IN LIMITED CARRIER LIABILITY</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <table border="0" style="width: 100%;"> <tr> <th style="text-align: left;">List No.</th> <th style="text-align: left;">Description of Articles Exceeding \$100 Per Pound Per Article</th> </tr> <tr><td>1.</td><td>_____</td></tr> <tr><td>2.</td><td>_____</td></tr> <tr><td>3.</td><td>_____</td></tr> <tr><td>4.</td><td>_____</td></tr> <tr><td>5.</td><td>_____</td></tr> <tr><td>6.</td><td>_____</td></tr> </table> </td> <td style="width: 50%; vertical-align: top;"> <table border="0" style="width: 100%;"> <tr> <th style="text-align: left;">List No.</th> <th style="text-align: left;">Description of Articles Exceeding \$100 Per Pound Per Article</th> </tr> <tr><td>7.</td><td>_____</td></tr> <tr><td>8.</td><td>_____</td></tr> <tr><td>9.</td><td>_____</td></tr> <tr><td>10.</td><td>_____</td></tr> <tr><td>11.</td><td>_____</td></tr> <tr><td>12.</td><td>_____</td></tr> </table> </td> </tr> </table> <p style="text-align: center;">(ITEM 62 Concluded on next page)</p>		<table border="0" style="width: 100%;"> <tr> <th style="text-align: left;">List No.</th> <th style="text-align: left;">Description of Articles Exceeding \$100 Per Pound Per Article</th> </tr> <tr><td>1.</td><td>_____</td></tr> <tr><td>2.</td><td>_____</td></tr> <tr><td>3.</td><td>_____</td></tr> <tr><td>4.</td><td>_____</td></tr> <tr><td>5.</td><td>_____</td></tr> <tr><td>6.</td><td>_____</td></tr> </table>	List No.	Description of Articles Exceeding \$100 Per Pound Per Article	1.	_____	2.	_____	3.	_____	4.	_____	5.	_____	6.	_____	<table border="0" style="width: 100%;"> <tr> <th style="text-align: left;">List No.</th> <th style="text-align: left;">Description of Articles Exceeding \$100 Per Pound Per Article</th> </tr> <tr><td>7.</td><td>_____</td></tr> <tr><td>8.</td><td>_____</td></tr> <tr><td>9.</td><td>_____</td></tr> <tr><td>10.</td><td>_____</td></tr> <tr><td>11.</td><td>_____</td></tr> <tr><td>12.</td><td>_____</td></tr> </table>	List No.	Description of Articles Exceeding \$100 Per Pound Per Article	7.	_____	8.	_____	9.	_____	10.	_____	11.	_____	12.	_____
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<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <p>BUREAU</p> </div> <div> <p>1611 DUKE STREET ALEXANDRIA, VA 22314-3482</p> </div> <div style="text-align: right;"> <p>ISSUED BY: JOSEPH M. HARRISON, PRESIDENT</p> <p>SEE ITEM 10009 FOR ABBREVIATIONS AND REFERENCE MARKS</p> </div> </div>																															

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APPENDIX 9. EXTRAORDINARY (UNUSUAL) VALUE ARTICLE DECLARATION

HOUSEHOLD GOODS CARRIERS' BUREAU	
ICC HGS 415-D	DOMESTIC HOUSEHOLD GOODS GOVERNMENT RATE TENDER NO. 1-V Original Page 19
SECTION 1 - RULES AND REGULATIONS GOVERNING THE TENDER (41511)	
<p>ITEM 3 (Cont)</p> <p style="text-align: center;">RELEASED VALUE</p> <p>(e) Shippers who tender shipments which are released to a value greater than sixty cents (.60¢) per pound, per article that include an article or articles that exceed \$100 per pound, per article, in value, must specifically notify the carrier in writing that an identified article or articles with a value greater than \$100 per pound are included in the shipment by execution of the following provision contained in the carrier's Bill of Lading:</p> <p style="text-align: center;">EXTRAORDINARY (UNUSUAL) VALUE ARTICLE DECLARATION</p> <p>I acknowledge that I have prepared and retained a copy of the "Inventory of Items Valued in Excess of \$100 Per Pound Per Article" that are included in my shipment and that I have given a copy of this inventory to the carrier's representative. I also acknowledge that the carrier's liability for loss of or damage to any article valued in excess of \$100 per pound will be limited to \$100 per pound for each pound of such lost or damaged article (based on actual article weight), not to exceed the declared value of the entire shipment, unless I have specifically identified such articles for which a claim for loss or damage is made on the attached inventory.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;"> <p>_____</p> <p>(Shipper)</p> </div> <div style="width: 45%; text-align: center;"> <p>_____</p> <p>(Date)</p> </div> </div> <p>A shipper's failure to notify the carrier that an article or articles having a value that exceeds \$100 per pound will be included in the shipment will restrict the carrier's maximum liability to \$100 per pound for each pound of any lost or damaged article (based on actual article weight), not to exceed the declared value of the entire shipment.</p> <p>NOTE: See Item 62 herein for the correct form and minimum contents of carrier's "Inventory of Items Valued in Excess of \$100 Per Pound, Per Article".</p> <p>(f) The released value and the carrier's maximum liability (whether or not loss or damage occurred from carrier negligence), as determined under this rule, shall apply to any claims resulting from the performance or failure to perform by carrier of any services, including accessorial services, which carrier has contracted to perform.</p> <p>(g) Rates or charges herein based on released value have been authorized by the Interstate Commerce Commission in Released Rates Order Nos. MC-505 of June 7, 1966 and MC-672 of August 12, 1966, subject to complaint or suspension. Any limitation of liability resulting from application of this provision has been authorized by the Interstate Commerce Commission in Released Rates Decision No. MC-989, dated October 1, 1990, subject to complaint or suspension.</p> <p>EXCEPTION 1: The provisions of Released Rates Order No. MC-672 are applicable to the extent that motor common carriers participate in the transportation.</p> <p>EXCEPTION 2: First Prevue shipments moving pursuant to the General Services Administration Centralized Household Goods Traffic Management Program are deemed to be released at an amount equal to \$1.25 times the net weight of the shipment (in pounds) or the declared lump sum value, whichever is greater.</p>	
<div style="display: flex; justify-content: space-between;"> ISSUED: APRIL 01, 1991 EFFECTIVE: MAY 01, 1991 </div>	
<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  <p>BUREAU</p> </div> <div> <p>1611 DUKE STREET ALEXANDRIA, VA 22314-3482</p> </div> <div style="text-align: right;"> <p>ISSUED BY: JOSEPH M. HARRISON, PRESIDENT</p> <p>SEE ITEM 10008 FOR ABBREVIATIONS AND REFERENCE MARKS.</p> </div> </div>	

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APPENDIX 10. SHIPPING ORDER

[illegible]

PHYSICAL CONDITION OF MATERIAL CODES (COND.)

S. Serviceable
R. Repairable

TRANSACTION CODES

66P. Issac Issues
67. Normal Replenishment Issues
80. Exchange and Repair - Return Required

UNSHIPPED CODES

1. Back Order
2. Direct Ship, GSA, DOD
3. Direct Ship, Commercial Vendor
4. Requisition Canceled
5. Pending Initial Distribution
6. Requisition Canceled
7. Disposition Pending

